



ASCO

First Edition

OCCUPATION DEFINITIONS



AUSTRALIAN STANDARD CLASSIFICATION OF OCCUPATIONS

AUSTRALIAN STANDARD CLASSIFICATION OF OCCUPATIONS

(FIRST EDITION)

OCCUPATION DEFINITIONS

IAN CASTLES

Australian Statistician

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ASCO PUBLICATIONS

- 1220.0 Statistical Manual**
- 1221.0 Information Paper: Guide to ASCO Publications**
- 1222.0 Statistical Classification**
- 1223.0 Occupation Definitions**
- 1224.0 Expert Coding System: Unit Group Level**
- 1225.0 Manual Coding System: Unit Group Level**
- 1226.0 Expert Coding System: Occupation Level**
- 1227.0 Manual Coding System: Occupation Level**
- 1228.0 Keyword Index of Unit Group Tasks**
- 1229.0 Keyword Index of Occupation Tasks**

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- 1241.0 Keyword Index of Structure Titles**
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- 1243.0 Occupation Definitions**
- 1245.0 Coding Index: Unit Group Level**
- 1247.0 Coding Index: Occupation Level**

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PREFACE

This document is one of a series which presents the first edition of the Australian Standard Classification of Occupations (ASCO). This new classification is the product of an extensive work programme undertaken by a joint project team from the Australian Bureau of Statistics (ABS), the then Department of Employment and Industrial Relations (DEIR), now the new Department of Employment, Education and Training (DEET).

In the 1970s it became clear that the classifications of occupations then in use in Australia suffered from a number of deficiencies which led to widespread criticism, as for example in the Norgard Report on Review of the Commonwealth Employment Service (June 1973) and the Crawford Report on Structural Adjustment (March 1979). Against this background, DEIR and the ABS established a joint project in 1978 to develop a new standard classification of occupations.

Research into the needs of the user community and consideration of relevant conceptual issues led to the conclusion that the structure of the new classification should be based on 'kind of work', defined in terms of skill level and skill specialisation. The ASCO structure identifies 1079 occupations covering all jobs in the Australian economy. These occupations were identified and described on the basis of an extensive field work programme involving on-the-job observation, and on the basis of advice from trade unions, employer organisations and industry associations.

ASCO is being progressively introduced into ABS collections. The first major collections to use ASCO were the Labour Force Survey, Survey of Employee Earnings and Hours and the 1986 Census of Population and Housing. The Department of Immigration, Local Government and Ethnic Affairs (DILGEA) has adopted ASCO for use in the processing of all visa and immigration applications from 1 July 1989.

The Commonwealth Employment Service (CES) is committed to adopting the ASCO First Edition classification for the listing of all job applicants and vacancies. This is planned to occur in 1991. The National Occupational Health and Safety Commission (Worksafe Australia) has adopted ASCO as part of the National Data Set for Compensation-based Statistics. ASCO is now widely used by public and private sector organisations in the reporting of data on employment injuries. The Affirmative Action Agency recommends ASCO for use by companies in reporting on progress in the implementation of affirmative action programs. Many companies have adopted ASCO as the basis of their human resource management systems.

The background work leading to the final definition of this important new classification would not have been possible without the co-operation and assistance of many organisations and individuals. Those who have assisted are too numerous by far to list individually, but the ABS and DEET would like to express their appreciation of organisations of industry and commerce, trades unions and other employee representative organisations, State and Commonwealth Government departments and instrumentalities, higher education institutions, community organisations, academics and many private individuals.

This publication will be revised periodically to reflect changes in the tasks performed in different occupations, the evolution of new occupations and the disappearance of others. It is hoped that feedback from the user community will be a significant source of information to enable the ASCO Occupation Definitions to continue to reflect the composition of jobs in the Australian economy.

IAN CASTLES
Australian Statistician
March 1990.

THE PURPOSE AND USE OF THIS PUBLICATION

This publication is designed as a companion volume to the *ASCO Statistical Classification*, (ABS Cat. No. 1222.0). It completes the definition of the ASCO First Edition Structure by providing definitions of the 1079 occupations which constitute the fourth level of the classification. As such, reference to this document may be made as a result of using the *ASCO Statistical Classification*.

The two volumes together contain exactly the same structure and definitions as presented in the *ASCO Dictionary* (AGPS Cat. No. 85 1291 0, 1987). However, the ABS publications present the material in a different format which is more suitable for statistical applications. In addition, the two ABS publications contain a Keyword Index of Structure Titles which is organised differently from the index contained in the *ASCO Dictionary*. This index is designed to facilitate the resolution of queries which arise in the occupation coding process.

This publication, *Occupation Definitions*, presents all occupations in numerical order of ASCO code. If you do not know the ASCO code for the occupation or occupations you are interested in, one or more of the following methods may be of assistance:

- 1) Use the classification structure on pages 9-17 to determine firstly the most appropriate major group, then minor group, unit group and finally occupation code. The occupation level structure for each major group is printed at the beginning of the definitions for the major group concerned.
- 2) Use the Keyword Index of Structure Titles to determine all occupation titles which may be relevant. This approach is likely to be particularly useful if you are interested in finding definitions of all occupations which primarily use a certain piece of equipment or type of material. For example, if you wished to obtain information about all occupations involving working with machinery or plant and wood, you would look under 'wood', 'plant' and 'machine' and find a range of occupations in Major Groups 4, 7 and 8. Care should be exercised, however, since there may be other relevant occupations whose titles do not contain any of these words.
- 3) Use the Coding Indexes provided in the *ASCO Manual Coding System* (ABS Cat. Nos. 1225.0 or 1227.0) or use the *ASCO Expert Coding System* to determine the correct ASCO codes for natural language occupation titles or descriptions.

PROFILE OF THE ASCO STRUCTURE

The structure of ASCO has four levels:

- . major group
- . minor group
- . unit group
- . occupation.

Major Groups are:

- . the broadest level of the classification
- . denoted by 1-digit codes
- . distinguished from each other on the basis of skill level.

There are 8 Major Groups.

Minor Groups are:

- . subdivisions of the major groups
- . denoted by 2-digit codes (the relevant major group code, plus an additional digit)
- . distinguished from other minor groups in the same major group on the basis of broadly stated skill specialisation.

There are 52 Minor Groups.

Unit Groups are:

- . subdivisions of the minor groups
- . denoted by 4-digit codes (the relevant minor group code, plus 2 additional digits)
- . distinguished from other unit groups in the same minor group on the basis of a finer degree of skill specialisation.

There are 282 Unit Groups.

Occupations are:

- . subdivisions of the unit groups
- . denoted by 6-digit codes (the relevant unit group code, plus a hyphen and 2 additional digits)
- . distinguished from other occupations in the same unit group on the basis of detailed skill level and specialisation
- . sets of jobs which involve the performance of a common set of tasks.

There are 1079 Occupations.

The following example illustrates these conventions:

LEVEL	CODE	TITLE
Major group	2	Professionals
Minor group	28	Artists and Related Professionals
Unit group	2805	Designers and Illustrators
Occupation	2805-13	Graphic Designer

SUMMARY OF THE ASCO CRITERIA

The structure of ASCO is based on kind of work, defined in terms of two criteria - skill level and skill specialisation.

SKILL LEVEL

The skill level of an occupation is a function of the range and complexity of the set of tasks involved.

It is measured by the amount of formal education, on-the-job training and previous experience usually necessary for the satisfactory performance of the set of tasks. Formal education consists of three types - primary, secondary and tertiary education. Secondary education is measured as the combined total of years of primary and secondary schooling. Tertiary education is divided into categories consistent with those recognized by the Australian Council of Awards in Advanced Education and the Technical and Further Education Advisory Council.

On-the-job training is defined as training received after employment in the job and is measured in weeks, months or years.

Previous experience for a given occupation is defined as the number of years of experience gained in other occupations which contribute to the satisfactory performance of the set of tasks.

SKILL SPECIALISATION

This criterion is used to group occupations according to type, rather than level, of skill.

It is measured by:

- . field of knowledge;
- . tools or equipment used;
- . materials worked on;
- . goods or services produced.

(1) Field of knowledge

This variable indicates the subject matter which is essential to the tasks performed.

(2) Tools or equipment used

This variable indicates the plant, machinery or hand tools used in the performance of the tasks.

The terms 'plant', 'machinery' and 'hand tools' are defined as follows:

- . plant - mobile or stationary equipment, which is large in size, performs several related functions, and is usually controlled by an internally located operator;
- . machinery - usually stationary equipment, which is not as large as plant, performs one processing function and is usually controlled by an externally located operator;
- . hand tools - equipment which is small enough to be moved and operated by one person.

(3) Materials worked on

This variable indicates the materials which are processed, refined or fabricated as an essential part of the tasks performed.

(4) Goods or services produced

This variable indicates the goods or services which are produced as a result of the tasks performed.

RESERVED CODES

Occupation and unit group codes in ASCO end in odd digits to allow for future expansion without need for substantial re-numbering.

Certain codes are reserved for residual categories and for supervisory and trainee occupations.

Reserved Codes for Residual Categories

A set of codes is reserved for residual categories at the minor group, unit group and occupation levels. These categories cover elements not included in substantive categories at various levels in the classification.

The reserved codes are:

- . M9uu-oo at minor group level
- . Mm99-oo at unit group level
- . Mmuu-99 at occupation level

(where Mmuu is the unit group code and Mmuu-oo the occupation code)

Most groups in ASCO contain a number of substantive subsets at the next lower level. Each subset was created by selecting occupations or groups of occupations which are similar in terms of the classification criteria. In many cases, however, some occupations remain which have nothing in common except that they all belong to the same broader group. As a result, the substantive subsets together do not correspond to the entire group. For example, not everything in the Minor Group

82 Agricultural Labourers and Related Workers

is covered by the substantive Unit Groups

8201 Farm Hands and Assistants
8203 Forestry Labourers
and
8205 Nursery and Garden Labourers.

Consequently categories have been created to cover the remaining elements. These are called 'residual categories'. In the above example, the residual Unit Group

8299 Other Agricultural Labourers and Related Workers

was created to cover the balance of Minor Group 82.

ASCO uses several terms to indicate residual categories - 'miscellaneous' at the minor group level, 'other' at the unit group level, and 'nec' (for 'not elsewhere classified') at the occupation level. Residual categories are less homogeneous than other groups at the same level. They are included in the structure only where necessary to ensure complete coverage of all relevant occupations.

There are five reserved codes at Minor Group level:

- 29 Miscellaneous Professionals
- 39 Miscellaneous Para-Professionals
- 49 Miscellaneous Tradespersons
- 59 Miscellaneous Clerks
- 89 Miscellaneous Labourers and Related Workers

There are three instances of Minor Group residual categories not given reserved codes as they cover elements not included in a number of particular minor groups rather than the major group as a whole. These minor groups are:

- 25 Other Teachers and Instructors
- 42 Other Metal Tradespersons
- 65 Miscellaneous Salespersons

Residual categories at the unit group level may be found in any minor group in the classification regardless of whether or not the particular minor group is itself a residual category. For example, the residual categories at unit group level in Major Group 1 are:

- 1399 Other Specialist Managers
- 1599 Other Managing Supervisors (Sales and Service)

Similar remarks apply to the distribution of residual categories at the occupation level. Examples of residual categories at occupation level are:

- 1101-99 Parliamentarians, Councillors and Government Representatives nec
- 1317-99 Education Managers nec
- 1399-99 Specialist Managers nec

Reserved Codes for Supervisors and Trainees

At the occupation level there are two additional sets of reserved codes - those for supervisors, and those for trainees.

Supervisory codes have a zero in the first column following the hyphen. They range from Mmuu-01 to Mmuu-09. The term 'supervisor' also covers foremen/women, superintendents, and overseers who supervise other workers. The term is also used to cover workers who spend some of their time performing tasks similar to those of the workers they supervise.

Trainee codes have a nine in the first column following the hyphen. They range from Mmuu-91 to Mmuu-97. The term 'trainee' covers employed persons undertaking a period of on-the-job training, whether or not in conjunction with formal study for a particular occupation. They may or may not be apprenticed or otherwise indentured.

SUPPLEMENTARY CODES

Supplementary codes are used in statistical collections to process a number of different sets of responses. These include responses which are out of scope, responses which represent jobs which are less specialised in their tasks than the degree of specialisation defined at a particular level of the classification, and responses which do not contain sufficient information for accurate coding at the level of the structure adopted for a particular collection. Supplementary codes are of two types - those commencing with '9' and those ending with one or more zeros.

Supplementary Codes for Out of Scope Responses

Codes commencing with '9' are used to process responses which indicate that the respondent is not in the labour force according to the definition recommended by the International Labour Office. Examples of out of scope responses include 'housewife', 'pensioner' and 'student'. These responses can all be allocated a code of 9999-99 or they may be represented by a range of more specific codes all commencing with '9'.

Supplementary Codes for Less Specialised Occupations

A set (et) of supplementary codes is provided to ensure an adequate statistical representation of the different degrees of specialisation of labour which exist within the Australian labour force. Such differences occur in all segments of the labour force but are particularly common amongst relatively unskilled occupation groups such as clerks, salespersons, plant and machine operators, and labourers. As one divides the labour force into successively finer categories, the probability increases that any one category will represent a degree of specialisation of labour that is finer than that found in many jobs in the economy. The classification was designed so that the degree of specialisation of labour represented at the occupation level of the structure (1079 categories) corresponded as closely as possible to the average level of specialisation found in most jobs.

The problem remains that some jobs will be more specialised than that represented at the occupation level of the classification. This problem is solved by recognizing specialisation titles within ASCO occupations. These could be regarded as an incompletely defined fifth level of the classification. For example, the ASCO occupation '4409-11 plumber' has associated specialisation titles of 'pipe fitter', 'pipe joiner', 'roof plumber', and 'sprinkler fitter'. Since these distinctions are below the six digit occupation level, they do not represent a problem in coding responses from censuses and surveys.

However, other jobs are less specialised in their range of tasks than the task combinations which occur at even the unit group level of the classification (282 categories). Such jobs do constitute a problem in coding responses from censuses and surveys. It is solved by moving upwards in the structure. When a particular job has a title and/or a range of tasks which cover two or more occupations in the classification, it is coded to the next highest level of the structure which is sufficiently broad to include all of the relevant occupations. For example, the job described as 'mechanic, spray painter and panel beater' is not arbitrarily coded to one of the unit groups '4601 Vehicle mechanics', '4603 Panel Beaters' or '4605 Vehicle Painters' but to the ASCO Minor Group '46 Vehicle Tradespersons'.

Supplementary Codes for Inadequately Described Responses

A set of supplementary codes is provided to ensure an adequate statistical representation of poorly described jobs without resorting to the traditional methods of arbitrarily assigning vague responses to a particular positively defined unit group, or of coding vague responses (usually incorrectly) to a not elsewhere classified (nec) unit group or deeming such responses completely uncodable. The objective was to preserve as much of the relevant information in the response as possible without the necessity to invent missing information. The solution chosen was to code vague responses to a higher level of the structure - usually major or minor group level. In other words, no response is coded to a more detailed level of the structure than that justified by its information content. Hence, a response such as 'clerk' with no additional

information can be coded to the major group Clerks with some certainty but can not reasonably be coded to a more detailed category.

However, vague descriptions of quite specific jobs are often indistinguishable from descriptions of more general jobs involving a wide range of tasks. The response 'vehicle tradesman' could be interpreted as any one of 'mechanic' or 'panel beater' or 'painter' or 'trimmer' or as any combination. Hence, this response would be represented by the same minor group level code as the example given above.

The method of representing general occupations and the method of representing vaguely described occupations are, of necessity, formally equivalent and this creates some potential ambiguity in the interpretation of such higher level codes. This problem can be minimised by collecting better quality data. It is recommended that the traditional occupation title question be supplemented by the addition of a question asking for the main tasks involved in the job. In a perfect world, the only responses coded to a higher level in the structure would be those which specified a less specialised combination of tasks than was defined at the coding level for the particular collection.

To facilitate the processing of both of these classes of response, provision was made for the creation of a set of major, minor or unit group level 'dump' codes (when necessary) by replacing the last two digits of the six digit occupation code with '00' to create a unit group level 'dump' code; the last four digits of the six digit occupation code with '00-00' to create a minor group level 'dump' code; and by replacing the last five digits of the six digit occupation code with '000-00' to create a major group level 'dump' code. Hence, the potential number of valid ASCO codes is 334 (= 282 unit group codes + 52 minor group dump codes - 8 minor groups with only one unit group + 8 major group dump codes).

Thus, for example, responses which are codable only at the major or minor group levels can be processed within a collection coded at the unit group level. At the unit group level, the potential number of valid ASCO codes is 334 (= 282 unit group codes + 52 minor group dump codes - 8 minor groups with only one unit group + 8 major group dump codes).

The following table details the use of these codes for relevant levels of the structure.

COLLECTION CODED TO	CODE	RESPONSE CODABLE ONLY TO
major group	0	not codable
minor group	M0	major group
unit group	M000 Mm00	major group minor group
occupation	M000-00 Mm00-00 Mmuu-00	major group minor group unit group

(Where M is a major group code, Mm is a minor group code, and Mmuu is a unit group code.)

NAMING CONVENTIONS

- 1. Titles at all levels are designed to illustrate the mutually exclusive nature of the groups and occupations. For this reason most titles are unique to one group or occupation. However, there are some groups which contain only one subset, and therefore possess exactly the same title as that subset.
- 2. All substantive terms in ASCO titles appear as nouns rather than adjectives.
- 3. At major, minor and unit group levels titles are in plural form, but occupation titles, including alternative and specialisation titles, are in singular form except for occupation titles ending in nec (residual categories) which are in plural form.
- 4. ASCO uses three terms to indicate residual categories: 'miscellaneous' at the minor group level, 'other' at the unit group level, and 'nec' (for 'not elsewhere classified') at the occupation level.

Residual categories always occur at the end of lists and their codes end in '9' as described above in the section, Reserved Codes.

- 5. Gender-neutral terms have been used in all titles, with the exception of some titles used by the Defence Forces.
- 6. Some commonly-used terms have restricted meanings in ASCO. These are defined above in Summary of ASCO Criteria, and in specific group definitions.

DISTRIBUTION OF MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS

MAJOR GROUPS	MINOR GROUPS	UNIT GROUPS	OCCUPATIONS
1. Managers and Administrators	6	21	60
2. Professionals	9	62	191
3. Para-professionals	6	22	113
4. Tradespersons	9	60	275
5. Clerks	7	23	72
6. Salespersons and Personal Service Workers	6	20	82
7. Plant and Machine Operators, and Drivers	4	40	162
8. Labourers and Related Workers	5	34	124

MAJOR GROUPS

- 1 MANAGERS AND ADMINISTRATORS**
- 2 PROFESSIONALS**
- 3 PARA-PROFESSIONALS**
- 4 TRADESPERSONS**
- 5 CLERKS**
- 6 SALESPERSONS AND PERSONAL SERVICE WORKERS**
- 7 PLANT AND MACHINE OPERATORS, AND DRIVERS**
- 8 LABOURERS AND RELATED WORKERS**

ASCO STRUCTURE

1	MANAGERS AND ADMINISTRATORS
11	Legislators and Government Appointed Officials
12	General Managers
13	Specialist Managers
14	Farmers and Farm Managers
15	Managing Supervisors (Sales and Service)
16	Managing Supervisors (Other Business)
2	PROFESSIONALS
21	Natural Scientists
22	Building Professionals and Engineers
23	Health Diagnosis and Treatment Practitioners
24	School Teachers
25	Other Teachers and Instructors
26	Social Professionals
27	Business Professionals
28	Artists and Related Professionals
29	Miscellaneous Professionals
3	PARA-PROFESSIONALS
31	Medical and Science Technical Officers and Technicians
32	Engineering and Building Associates and Technicians
33	Air and Sea Transport Technical Workers
34	Registered Nurses
35	Police
39	Miscellaneous Para-Professionals
4	TRADESPERSONS
41	Metal Fitting and Machining Tradespersons
42	Other Metal Tradespersons
43	Electrical and Electronics Tradespersons
44	Building Tradespersons
45	Printing Tradespersons
46	Vehicle Tradespersons
47	Food Tradespersons

MAJOR AND MINOR GROUPS

48	Amenity Horticultural Tradespersons
49	Miscellaneous Tradespersons
5	CLERKS
51	Stenographers and Typists
52	Data Processing and Business Machine Operators
53	Numerical Clerks
54	Filing, Sorting and Copying Clerks
55	Material Recording and Despatching Clerks
56	Receptionists, Telephonists and Messengers
59	Miscellaneous Clerks
6	SALESPERSONS AND PERSONAL SERVICE WORKERS
61	Investment, Insurance and Real Estate Salespersons
62	Sales Representatives
63	Sales Assistants
64	Tellers, Cashiers and Ticket Salespersons
65	Miscellaneous Salespersons
66	Personal Service Workers
7	PLANT AND MACHINE OPERATORS, AND DRIVERS
71	Road and Rail Transport Drivers
72	Mobile Plant Operators (except Transport)
73	Stationary Plant Operators
74	Machine Operators
8	LABOURERS AND RELATED WORKERS
81	Trades Assistants and Factory Hands
82	Agricultural Labourers and Related Workers
83	Cleaners
84	Construction and Mining Labourers
89	Miscellaneous Labourers and Related Workers

ASCO STRUCTURE

1	MANAGERS AND ADMINISTRATORS
11	LEGISLATORS AND GOVERNMENT APPOINTED OFFICIALS
1101	Parliamentarians, Councillors and Government Representatives
1103	Judges, Magistrates and Mediators
12	GENERAL MANAGERS
1201	General Managers
13	SPECIALIST MANAGERS
1301	Finance Managers
1303	Sales and Marketing Managers
1305	Production Managers
1307	Supply and Distribution Managers
1309	Personnel and Industrial Relations Managers
1311	Data Processing Managers
1313	Public Policy Managers
1315	Directors of Nursing
1317	Education Managers
1319	Commissioned Officers (Management)
1399	Other Specialist Managers
14	FARMERS AND FARM MANAGERS
1401	Farmers and Farm Managers
15	MANAGING SUPERVISORS (SALES AND SERVICE)
1501	Shop Managers
1503	Restaurant and Catering Managing Supervisors
1505	Accommodation and Tavern Managing Supervisors
1507	Financial Institution Branch Managers
1599	Other Managing Supervisors (Sales and Service)
16	MANAGING SUPERVISORS (OTHER BUSINESS)
1601	Managing Supervisors (Other Business)
2	PROFESSIONALS
21	NATURAL SCIENTISTS
2101	Chemists
2103	Geologists and Geophysicists
2105	Physicists
2107	Life Scientists
2109	Medical Testing Professionals
2199	Other Natural Scientists

MAJOR, MINOR AND UNIT GROUPS

22	BUILDING PROFESSIONALS AND ENGINEERS
2201	Architects and Landscape Architects
2203	Quantity Surveyors
2205	Cartographers and Surveyors
2207	Chemical Engineers
2209	Civil Engineers
2211	Electrical and Electronics Engineers
2213	Mechanical Engineers
2215	Mining Engineers
2217	Metallurgists and Materials Scientists
2219	Other Engineers
23	HEALTH DIAGNOSIS AND TREATMENT PRACTITIONERS
2301	General Medical Practitioners
2303	Specialist Medical Practitioners
2305	Dental Practitioners
2307	Pharmacists
2309	Occupational Therapists
2311	Optometrists
2313	Physiotherapists
2315	Speech Pathologists
2317	Chiropractors and Osteopaths
2319	Podiatrists
2321	Radiographers
2323	Veterinarians
2399	Other Health Diagnosis and Treatment Practitioners
24	SCHOOL TEACHERS
2401	Pre-Primary School Teachers
2403	Primary School Teachers
2405	Secondary School Teachers
2407	Special Education Teachers
25	OTHER TEACHERS AND INSTRUCTORS
2501	University and CAE Teachers
2503	TAFE Teachers
2505	Extra-Systemic Teachers and Instructors
26	SOCIAL PROFESSIONALS
2601	Social Workers
2603	Counsellors
2605	Lawyers
2607	Ministers of Religion

MAJOR, MINOR AND UNIT GROUPS**ASCO STRUCTURE****27 BUSINESS PROFESSIONALS**

- 2701 Accountants
- 2703 Public Relations Officers
- 2705 Personnel Specialists
- 2707 Computing Professionals
- 2799 Other Business Professionals

28 ARTISTS AND RELATED PROFESSIONALS

- 2801 Painters, Sculptors and Related Professionals
- 2803 Photographers
- 2805 Designers and Illustrators
- 2807 Journalists
- 2809 Authors and Related Professionals
- 2811 Film, Television and Stage Directors
- 2813 Dancers and Choreographers
- 2815 Musicians, Composers and Related Professionals
- 2817 Actors and Related Professionals
- 2819 Announcers

29 MISCELLANEOUS PROFESSIONALS

- 2901 Economists
- 2903 Psychologists
- 2905 Education Researchers and Related Professionals
- 2907 Other Social Scientists
- 2909 Mathematicians, Statisticians and Actuaries
- 2911 Librarians
- 2999 Other Professionals

3 PARA-PROFESSIONALS**31 MEDICAL AND SCIENCE TECHNICAL OFFICERS AND TECHNICIANS**

- 3101 Medical Technical Officers and Technicians
- 3103 Science Technical Officers and Technicians

32 ENGINEERING AND BUILDING ASSOCIATES AND TECHNICIANS

- 3201 Electrical and Electronic Engineering Associates and Technicians
- 3203 Civil Engineering Associates and Technicians
- 3205 Mechanical Engineering Associates and Technicians
- 3207 Building, Architectural and Surveying Associates and Technicians
- 3299 Other Engineering and Building Associates and Technicians

33 AIR AND SEA TRANSPORT TECHNICAL WORKERS

- 3301 Aircraft Pilots
- 3303 Air Transport Operating Support Workers
- 3305 Ship's Pilots and Deck Officers
- 3307 Marine Engineers and Surveyors

34 REGISTERED NURSES

- 3401 Registered Nurses

35 POLICE

- 3501 Police

39 MISCELLANEOUS PARA-PROFESSIONALS

- 3901 Welfare Para-Professionals
- 3903 Performing Arts Support Workers
- 3905 Inspectors and Regulatory Officers
- 3907 Child Care Co-Ordinators
- 3909 Ambulance Officers
- 3911 Prison Officers
- 3913 Procurement Officers
- 3915 Sportspersons and Related Workers
- 3999 Other Para-Professionals

4 TRADESPERSONS**41 METAL FITTING AND MACHINING TRADESPERSONS**

- 4101 Toolmakers
- 4103 Metal Fitters and Machinists

42 OTHER METAL TRADESPERSONS

- 4201 Forging Tradespersons
- 4203 Sheetmetal Tradespersons
- 4205 Structural Steel, Boilermaking and Welding Tradespersons
- 4207 Metal Casting Tradespersons
- 4209 Metal Finishing Tradespersons
- 4211 Aircraft Maintenance Engineers
- 4213 Precision Metal Tradespersons

43 ELECTRICAL AND ELECTRONICS TRADESPERSONS

- 4301 Electrical Powerline Tradespersons
- 4303 Electrical Fitters
- 4305 Automotive Electricians
- 4307 Refrigeration and Air-Conditioning Mechanics
- 4309 Electrical Mechanics

ASCO STRUCTURE

- 4311 Communications Equipment Tradespersons
- 4313 Radio and Television Servicers
- 4315 Office Equipment and Computer Servicers
- 4399 Other Electrical and Electronics Tradespersons

44 BUILDING TRADESPERSONS

- 4401 Carpenters and Joiners
- 4403 Bricklayers
- 4405 Painters, Decorators and Signwriters
- 4407 Plasterers
- 4409 Plumbers
- 4411 Roof Slaters and Tilers
- 4413 Wall and Floor Tilers

45 PRINTING TRADESPERSONS

- 4501 Compositors
- 4503 Graphic Reproduction Tradespersons
- 4505 Printing Machinists
- 4507 Binders and Finishers
- 4509 Stereotypers and Electrotypers
- 4511 Screen Printers

46 VEHICLE TRADESPERSONS

- 4601 Vehicle Mechanics
- 4603 Panel Beaters
- 4605 Vehicle Painters
- 4607 Vehicle Body Makers
- 4609 Vehicle Trimmers

47 FOOD TRADESPERSONS

- 4701 Meat Tradespersons
- 4703 Bakers and Pastrycooks
- 4705 Cooks
- 4799 Other Food Tradespersons

48 AMENITY HORTICULTURAL TRADESPERSONS

- 4801 Nurserymen/women
- 4803 Greenkeepers
- 4805 Gardeners

49 MISCELLANEOUS TRADESPERSONS

- 4901 Wood Machinists and Turners
- 4903 Cabinetmakers
- 4905 Other Wood Tradespersons
- 4907 Marine Construction Tradespersons
- 4909 Blasting Tradespersons

MAJOR, MINOR AND UNIT GROUPS

- 4911 Garment Tradespersons
- 4913 Upholsterers and Bedding Tradespersons
- 4915 Shoemaking and Repairing Tradespersons
- 4917 Other Leather and Canvas Tradespersons
- 4919 Floor Coverers
- 4921 Glass Tradespersons
- 4923 Jewellery and Precious Metalware Tradespersons
- 4925 Craftworkers
- 4927 Hairdressers
- 4929 Sheep Shearers
- 4931 Animal Trainers
- 4999 Other Tradespersons

5 CLERKS

51 STENOGRAPHERS AND TYPISTS

- 5101 Office Secretaries and Stenographers
- 5103 Typists and Typist-Clerks
- 5105 Word Processing Operators

52 DATA PROCESSING AND BUSINESS MACHINE OPERATORS

- 5201 Data Processing Machine Operators
- 5203 Business Machine Operators

53 NUMERICAL CLERKS

- 5301 Accounting Clerks
- 5303 Insurance and Broking Clerks
- 5305 Statistical and Actuarial Clerks

54 FILING, SORTING AND COPYING CLERKS

- 5401 Library and Filing Clerks
- 5403 Mail Sorters
- 5499 Other Filing, Sorting and Copying Clerks

55 MATERIAL RECORDING AND DESPATCHING CLERKS

- 5501 Production Recording Clerks
- 5503 Transport Recording and Despatching Clerks
- 5505 Stock and Purchasing Clerks

56 RECEPTIONISTS, TELEPHONISTS AND MESSENGERS

- 5601 Receptionists and Information Clerks
- 5603 Telephonists
- 5605 Messengers and Delivery Officers

MAJOR, MINOR AND UNIT GROUPS**ASCO STRUCTURE****59 MISCELLANEOUS CLERKS**

- 5901 Collection Clerks
- 5903 Teachers' Aides
- 5905 Personnel Clerks
- 5907 Legal and Related Clerks
- 5909 Postal Clerks and Officers
- 5999 Other Clerks

6 SALESPERSONS AND PERSONAL SERVICE WORKERS**61 INVESTMENT, INSURANCE AND REAL ESTATE SALESPERSONS**

- 6101 Securities and Finance Dealers
- 6103 Insurance Brokers and Agents
- 6105 Real Estate Salespersons and Property Managers
- 6199 Other Investment, Insurance and Real Estate Salespersons

62 SALES REPRESENTATIVES

- 6201 Sales Representatives

63 SALES ASSISTANTS

- 6301 Sales Assistants

64 TELLERS, CASHIERS AND TICKET SALESPERSONS

- 6401 Tellers
- 6403 Cashiers
- 6405 Ticket Salespersons

65 MISCELLANEOUS SALESPERSONS

- 6501 Street Vendors, Canvassers and Sales Drivers
- 6503 Bar Attendants
- 6505 Waiters and Waitresses
- 6507 Travel Agents
- 6599 Other Salespersons

66 PERSONAL SERVICE WORKERS

- 6601 Child Care, Refuge and Related Workers
- 6603 Enrolled Nurses
- 6605 Dental Nurses
- 6607 Home Companions and Aides
- 6609 Travel Stewards
- 6699 Other Personal Service Workers

7 PLANT AND MACHINE OPERATORS, AND DRIVERS**71 ROAD AND RAIL TRANSPORT DRIVERS**

- 7101 Bus and Tram Drivers
- 7103 Automobile Drivers
- 7105 Truck Drivers
- 7107 Locomotive Drivers

72 MOBILE PLANT OPERATORS (EXCEPT TRANSPORT)

- 7201 Excavating and Earthmoving Plant Operators
- 7203 Forklift and Related Drivers
- 7205 Logging Plant Operators
- 7207 Paving and Surfacing Plant Operators
- 7209 Agricultural Plant Operators
- 7211 Fire Fighters
- 7299 Other Mobile Plant Operators (except Transport)

73 STATIONARY PLANT OPERATORS

- 7301 Power Generation Plant Operators
- 7303 Engine and Boiler Operators (except Power Generation)
- 7305 Chemical Plant Operators
- 7307 Petroleum and Gas Plant Operators
- 7309 Bulk Materials Handling Plant Operators
- 7311 Crane Operators
- 7313 Hoist, Winch and Lift Operators
- 7315 Furnace and Kiln Operators
- 7317 Drilling Plant Operators
- 7399 Other Stationary Plant Operators

74 MACHINE OPERATORS

- 7401 Basic Metal Products Machine Operators
- 7403 Metal Press Operators
- 7405 Other Metal Products Machine Operators
- 7407 Plastics Production Machine Operators
- 7409 Rubber Production Machine Operators
- 7411 Chemical Production Machine Operators
- 7413 Wood Processing Machine Operators
- 7415 Paper and Paper Products Machine Operators
- 7417 Glass Production Machine Operators
- 7419 Clay and Stone Processing Machine Operators
- 7421 Yarn Production Machine Operators
- 7423 Hide and Skin Processing Machine Operators
- 7425 Fabric Production Machine Operators

ASCO STRUCTURE

7427 Textile Sewing Machinists
7429 Shoemaking Machine Operators
7431 Food Processing Machine Operators
7433 Packaging Machine Operators
7435 Photographic Products Machine Operators
7499 Other Machine Operators

8 LABOURERS AND RELATED WORKERS

81 TRADES ASSISTANTS AND FACTORY HANDS

8101 Trades Assistants
8103 Assemblers
8105 Hand Packers
8107 Industrial Spray Painters
8109 Quality Controllers
8199 Other Trades Assistants and Factory Hands

82 AGRICULTURAL LABOURERS AND RELATED WORKERS

8201 Farm Hands and Assistants
8203 Forestry Labourers
8205 Nursery and Garden Labourers
8299 Other Agricultural Labourers and Related Workers

83 CLEANERS

8301 Cleaners

84 CONSTRUCTION AND MINING LABOURERS

8401 Installation Workers
8403 Concrete Workers
8405 Structural Steel and Related Construction Labourers
8407 Earthmoving Labourers
8409 Paving and Surfacing Labourers
8411 Survey Hands
8413 Railway Labourers
8415 Mining and Mineral Ore Treating Labourers
8499 Other Construction and Mining Labourers

89 MISCELLANEOUS LABOURERS AND RELATED WORKERS

8901 Ushers and Door Attendants
8903 Luggage Porters
8905 Garbage Collectors
8907 Storemen/women
8909 Freight and Furniture Handlers
8911 Guards and Security Officers

MAJOR, MINOR AND UNIT GROUPS

8913 Caretakers
8915 Housekeepers
8917 Laundry Workers
8919 Kitchenhands
8921 Ward Helpers
8923 Vehicle Accessories Fitters
8925 Fishermen/women, Deckhands and Seamen/women
8999 Other Labourers and Related Workers

FORMAT OF THE OCCUPATION DEFINITIONS

ASCO has three types of occupation titles:

Principal Titles are the official titles used to designate occupations in ASCO. They are accompanied by the occupation level code.

Alternative Titles are commonly used titles for jobs requiring the performance of the same range of tasks listed in the definition of the corresponding Principal Title.

Specialisation Titles are commonly used titles for jobs requiring the performance of a subset of the range of tasks listed in the definition of the corresponding Principal Title. Hence they constitute a subset of jobs belonging to the occupation designated by the Principal Title.

The Occupation Definitions are presented in the following format:

OCCUPATION CODE, PRINCIPAL TITLE (upper case) and any alternative titles (upper and lower case).

LEAD STATEMENT: This specifies the boundaries of the occupation in terms of broadly stated tasks.

SKILL LEVEL: This specifies the entry requirements for the occupation, expressed in terms of formal education, previous experience and on-the-job training. Special requirements, such as licensing, are also indicated under this heading.

TASKS Include: This list specifies the primary tasks performed in the occupation.

SPECIALISATIONS: This list specifies any specialisation titles included in the occupation.

RELATED OCCUPATIONS: This list specifies any related occupations contained in other unit groups.

GENERIC TITLES AND THEIR DEFINITIONS

Generic titles are used in ASCO to define a set of tasks common to a large number of occupations; eg, Manager, Sales Assistant. They are referenced in occupation definitions to avoid repetition.

The generic titles defined in ASCO are listed below:

Manager Minor Group 13
Farmer Minor Group 14
Managing Supervisor Minor Groups 15 and 16
Engineer Minor Group 22
Associate Minor Groups 31 and 32
Technician Minor Groups 31 and 32
Supervisor throughout Major Groups 3 to 8
Apprentice mostly in Major Group 4
Sales Representative Minor Group 62
Sales Assistant Minor Group 63.

These titles are defined on the following pages in terms of a set of common tasks.

GENERIC TITLES AND THEIR DEFINITIONS

MANAGER

Administers the activities of an organisation or of a specialist function within an organisation.

COMMON TASKS

- Establishes administrative and operational procedures, taking account of the organisation's operating environment.
- Devises management policy and approach.
- Prepares budgets, production and other management plans.
- Directs the implementation of plans, policies and procedures, and sets performance targets.
- Establishes lines of control and delegates responsibilities to subordinate staff.
- Controls the selection and training of staff.
- Represents the organisation in dealings with other organisations.
- Controls the collection and interpretation of management information to monitor performance, controls the preparation of reports and authorises the release of information.
- Co-ordinates industrial and public relations activities.
- Controls the use of, and accounts for, the assets and facilities of the organisation.
- Makes policy decisions, and accepts responsibility for operations, performance of staff, achievement of targets and adherence to budgets, standards and procedures.

FARMER

Plans and controls the operations of a farm, pastoral station or other agricultural holding.

COMMON TASKS

- Monitors agricultural markets and methods.
- Plans agricultural production activities.
- Directs and controls farming activities such as livestock breeding, pasture improvement, cropping, fertilising, planting, pruning and pest control.
- Purchases farm equipment, and supplies such as fertilisers and insecticides.
- Selects and purchases seeds or livestock, taking account of environment and markets.
- Repairs buildings, sheds, fences and farm equipment.
- Maintains and evaluates records of farm production, sales, expenditure and other data.
- Maintains water storage facilities such as dams, tanks, bores and pumps to supply households and livestock, and to irrigate crops.
- Harvests produce.
- Arranges for marketing and transportation of products.
- Selects, trains and supervises farm workers.

OCCUPATION DEFINITIONS

- Operates farm machinery to plough and fertilise soils, and irrigate, plant, cultivate and harvest crops.

MANAGING SUPERVISOR

Plans and controls the operations of a small or medium sized business.

COMMON TASKS

- Supervises and co-ordinates the activities of subordinate workers.
- Estimates consumer demands and decides on the types and quantities of merchandise to be purchased, or the services to be provided.
- Defines and implements operating procedures and credit policy.
- Plans budgets, supervises the preparation of purchase orders for stock and supplies, and authorises expenditure.
- Interviews job applicants, hires staff and supervises training.
- Determines staff functions and numbers and assigns tasks.
- Sets salary levels and approves personnel changes such as promotions and discharges.
- Confers with staff or their representatives, to resolve grievances and other problems.
- Determines prices and provides quotes.
- Promotes the business through personal contact, advertising and displays.
- Maintains and analyses records to assess trends and profitability.
- Prepares estimates, financial statements and reports of operations.
- Supervises the handling and depositing of money and credit vouchers, and the payment of accounts.
- Conducts regular checking and reordering of stock and supplies.
- Observes compliance with safety, health and security regulations.
- Receives and resolves customers' complaints.

ENGINEER

Applies engineering principles to the planning, construction and operation of public works, structures, machines and equipment.

COMMON TASKS

- Determines objectives and requirements.
- Collects and analyses data on proposed design projects and determines development requirements.

OCCUPATION DEFINITIONS

- Consults with research, operation and maintenance workers, and with customer and client representatives, to resolve design problems and to consider questions of aesthetics, operation, maintenance, environment and safety.
- Assesses project feasibility taking account of technical, economic and policy factors.
- Co-ordinates design and research work with manufacturing and production functions.
- Prepares designs and specifications, cost estimates and implementation schedules.
- Supervises the preparation of working drawings.
- Plans and designs production sequences and methods, and prepares production master plans.
- Prepares and evaluates tenders, estimates and contracts.
- Revises and implements cost control systems.
- Selects and develops manufacturing processes using new or existing machinery and equipment.
- Evaluates the performance of machines and equipment, and determines replacement and modification needs.
- Compiles and authorises operational and maintenance data.
- Establishes and enforces quality control standards.
- Writes, evaluates and interprets reports.
- Supervises and co-ordinates the work of associates, technicians and other workers.

ASSOCIATE

Provides complex technical support in medicine, science and engineering, working in association with scientists, engineers or medical professionals.

COMMON TASKS

- Participates in research, design, development, testing, process control and maintenance activities to develop research methods and equipment, products, processes and systems, and industrial machinery and equipment.
- Collects information from reference publications.
- Prepares design drawings and develops design specifications.
- Supervises the construction of equipment.
- Sets up scientific equipment and calibrates precision instruments.
- Conducts complex experiments, tests and analyses requiring a high degree of skill and judgement.
- Modifies, and diagnoses and corrects faults in, procedures and equipment.
- Records and interprets data.
- Assists in preparing technical reports and material for publication.
- May work independently, or supervise, plan and schedule work for technicians and other workers.

GENERIC TITLES AND THEIR DEFINITIONS

GENERAL NOTE

The occupation title 'associate' covers the job titles technical officer, drafting officer and design draftsman.

In some industries, associates may be referred to as 'technicians' the term being applied to all of the middle level technical occupations, including those that require associate level qualifications.

TECHNICIAN

Provides less complex technical support to medicine, engineering and science professionals.

COMMON TASKS

- Interprets work assignment instructions, selects and adapts standard procedures, techniques and equipment, and establishes work sequences.
- Collects, prepares, marks, measures and weighs test materials or samples using standard techniques and equipment.
- Sets up laboratory and other scientific equipment.
- Operates and manipulates complex systems, equipment and processes, and applies standard maintenance and diagnostic techniques to them.
- Prepares detailed drawings for production, installation and construction.
- Conducts routine experiments, tests, analyses and other technical procedures.
- Makes standard calculations and records and organises observations and conclusions.
- Prepares charts, graphs and other data for reports.
- Works in areas of testing, analysis, quality control, process operation or maintenance.
- May supervise other workers.

GENERAL NOTE

Technicians may be termed technical assistants, drafting assistants or detail draftspersons. In some industries, the term 'technician' may be applied to all middle level occupations including those which require associate level qualifications.

SUPERVISOR

Foreman/woman

Co-ordinates the activities of workers in an organisational unit, according to management policies.

COMMON TASKS

- Interprets work orders, specifications or technical drawings.
- Establishes methods to meet work schedules.
- Determines labour requirements and assigns tasks to workers.

GENERIC TITLES AND THEIR DEFINITIONS

- Estimates and requisitions materials and supplies needed for completion of work.
- Inspects materials and processed products to ensure that the quality meets prescribed standards.
- Confers with other Supervisors and Managers to co-ordinate activities with other organisational units.
- Maintains attendance records, rosters staff and arranges for relief or replacement workers.
- Suggests and implements plans to improve work methods and motivate workers.
- Retrains workers in new procedures and technology.
- Recommends personnel actions such as promotions, transfers, discharges and disciplinary measures.
- Confers with workers or their representatives to resolve complaints and grievances.
- Explains and enforces safety regulations.
- Recommends measures to improve equipment performance, product or service quality, and working conditions.
- Prepares and submits production, progress or other reports.
- Arranges repairs to machines and equipment.
- Interviews job applicants and engages workers, arranges training and explains organisational policies.

APPRENTICE

Performs routine tasks and studies to learn the skills of a trade, under a contractual training agreement for a specified period of up to four years.

COMMON TASKS

- Under the guidance of a tradesperson, performs tasks of increasing complexity over the term of the apprenticeship.
- May attend classes during working hours at a TAFE college or other educational institution to learn the theory of the trade.
- May attend periods of structured off-the-job training provided by employers in a formal training centre.

SALES REPRESENTATIVE

Solicits orders for and sells products or services to wholesale, retail, industrial, professional or other establishments.

COMMON TASKS

- Assesses the characteristics of merchandise and becomes familiar with products or services to be sold.
- Compiles lists of prospective customers using information from newspapers, business directories and other sources.
- Travels and visits regular and prospective customers to solicit orders or discuss sales.

OCCUPATION DEFINITIONS

- Explains products or services to customers, and displays or demonstrates products.
- Advises on possible modifications which would make products or services more acceptable to customers.
- Quotes prices and credit terms, records orders and arranges delivery and installation of products and services.
- Advises on the use and maintenance of products.
- Prepares sales contracts for orders obtained.
- Estimates delivery dates based on knowledge of production and delivery schedules.
- Prepares reports of business transactions and keeps account of expenses.

SALES ASSISTANT

Sells merchandise and provides services to customers in a retail or wholesale establishment.

COMMON TASKS

- Displays merchandise for sale.
- Determines customers' requirements.
- Shows merchandise to customers.
- Estimates or quotes prices, credit terms, trade-in allowances, warranties and delivery dates.
- Prepares sales dockets, invoices or contracts, and operates cash registers.
- Receives payments and gives change, or obtains credit authorisations.
- Wraps and packages or stores merchandise for customers.
- Arranges lay-by sales.
- Advises customers on the use, care and maintenance of merchandise.
- Answers queries about products.
- Checks stock.
- Cleans counters and displays, and replaces stock.

MAJOR GROUP 1

MANAGERS AND ADMINISTRATORS

- 11 Legislators and Government Appointed Officials**
- 12 General Managers**
- 13 Specialist Managers**
- 14 Farmers and Farm Managers**
- 15 Managing Supervisors (Sales and Service)**
- 16 Managing Supervisors (Other Business)**



MAJOR GROUP 1

1	MANAGERS AND ADMINISTRATORS
11	LEGISLATORS AND GOVERNMENT APPOINTED OFFICIALS
1101	PARLIAMENTARIANS, COUNCILLORS AND GOVERNMENT REPRESENTATIVES
1101-11	Member of Parliament
1101-99	Parliamentarians, Councillors and Government Representatives nec
1103	JUDGES, MAGISTRATES AND MEDIATORS
1103-11	Coroner
1103-13	Judge
1103-15	Magistrate
1103-17	Administrative Appeals Tribunal Member
1103-19	Industrial Tribunal Member
12	GENERAL MANAGERS
1201	GENERAL MANAGERS
1201-11	General Manager
13	SPECIALIST MANAGERS
1301	FINANCE MANAGERS
1301-11	Finance Manager
1303	SALES AND MARKETING MANAGERS
1303-11	Sales and Marketing Manager
1305	PRODUCTION MANAGERS
1305-11	Production Manager (Manufacturing and Mining)
1305-13	Producer (Media)
1307	SUPPLY AND DISTRIBUTION MANAGERS
1307-11	Supply and Distribution Manager
1309	PERSONNEL AND INDUSTRIAL RELATIONS MANAGERS
1309-11	Personnel and Industrial Relations Manager
1311	DATA PROCESSING MANAGERS
1311-11	Data Processing Manager
1313	PUBLIC POLICY MANAGERS
1313-11	Public Policy Manager
1315	DIRECTORS OF NURSING
1315-11	Director of Nursing

MANAGERS AND ADMINISTRATORS

1317	EDUCATION MANAGERS
1317-11	School Principal
1317-99	Education Managers nec
1319	COMMISSIONED OFFICERS (MANAGEMENT)
1319-11	Commissioned Police Officer
1319-13	Commissioned Fire Officer
1319-15	Commissioned Defence Force Officer (Management)
1319-91	Trainee Officer (Defence Forces)
1399	OTHER SPECIALIST MANAGERS
1399-11	Engineering Manager
1399-13	Research Manager
1399-99	Specialist Managers nec
14	FARMERS AND FARM MANAGERS
1401	FARMERS AND FARM MANAGERS
1401-11	Grain, Oilseed and Pasture Grower
1401-13	Sugar Cane Grower
1401-15	Tobacco Grower
1401-17	Beef Cattle Farmer
1401-19	Dairy Farmer
1401-21	Sheep Farmer
1401-23	Pig Farmer
1401-25	Poultry Farmer
1401-27	Horse Breeder
1401-29	Mixed Farmer
1401-31	Fruit and Nut Grower
1401-33	Vegetable Grower
1401-35	Apiarist
1401-91	Trainee Farmer
1401-99	Farmers and Farm Managers nec
15	MANAGING SUPERVISORS (SALES AND SERVICE)
1501	SHOP MANAGERS
1501-11	Shop Manager
1503	RESTAURANT AND CATERING MANAGING SUPERVISORS
1503-11	Restaurant and Catering Managing Supervisor
1505	ACCOMMODATION AND TAVERN MANAGING SUPERVISORS
1505-11	Hotel/Motel Manager
1505-13	Caravan Park Manager

MANAGERS AND ADMINISTRATORS

MAJOR GROUP 1

1505-99	Accommodation and Tavern Managing Supervisors nec
1507	FINANCIAL INSTITUTION BRANCH MANAGERS
1507-11	Financial Institution Branch Manager
1599	OTHER MANAGING SUPERVISORS (SALES AND SERVICE)
1599-11	Hairdressing Establishment Managing Supervisor
1599-13	Sports Centre Manager
1599-15	Postmaster/mistress
1599-17	Real Estate Agency Manager
1599-19	Bookmaker
1599-21	Railway Station Master/Mistress
1599-99	Managing Supervisors (Sales and Service) nec
16	MANAGING SUPERVISORS (OTHER BUSINESS)
1601	MANAGING SUPERVISORS (OTHER BUSINESS)
1601-11	Importer-Exporter
1601-13	Professional Builder
1601-15	Building Contractor
1601-17	Wholesaler
1601-19	Manufacturer
1601-99	Managing Supervisors (Other Business) nec

MAJOR GROUP 1

1101-11 MEMBER OF PARLIAMENT

Participates in the activities of Federal or State Parliament as the elected member for a Parliamentary constituency.

SKILL LEVEL

Previous Experience: Substantial experience in public life or community activities.

TASKS Include:

- Assists in the moulding of government policy and the formulating, amending and repealing of legislation.
- Votes for or against specific motions and Bills put before the House.
- Represents the interests of constituents by speaking in debates and holding discussions with Ministers.
- Attends community functions and meetings of local groups to gauge public opinion and provide information on government plans.
- Asks questions of Ministers.
- Introduces proposals for government action and serves public and electoral interests.
- Investigates matters of concern to the public or to particular persons or groups.
- May serve as a member on Parliamentary Committees or Inquiries.
- May present petitions on behalf of concerned groups.

SPECIALISATIONS

Premier

Prime Minister

Presides over Cabinet to formulate policies.

Advises the Governor or Governor-General on government policy.

Government Minister

Senator

1101-99 PARLIAMENTARIANS, COUNCILLORS AND GOVERNMENT REPRESENTATIVES NEC

This residual grouping covers Crown and government representatives, and elected local government officials not elsewhere classified.

SKILL LEVEL

Previous Experience: Substantial experience in law, administration, armed services or public life.

SPECIALISATIONS

Ambassador

Consul-General

Head of Diplomatic Mission

High Commissioner

Represents the Australian Government as the Principal Diplomatic Representative accredited to one or more foreign governments.

Conducts diplomatic relations with foreign governments.

MANAGERS AND ADMINISTRATORS

Manages the operations and staff of embassies, consulates or high commissions.

Handles official communications between governments, including the signing of treaties and agreements.

Administers the provision of services to Australian citizens overseas.

Offers policy advice to Australian Governments on relations with other countries.

Alderman/woman

Mayor/Mayoresse

Represents the interests of ratepayers and directs local government administration.

Governor

Governor-General

Northern Territory Administrator

1103-11 CORONER

Conducts investigations and hearings into deaths of individuals within areas of jurisdiction prescribed by law.

SKILL LEVEL

Previous Experience: 10 years as a legal practitioner.

TASKS Include:

- Orders autopsies and presides at inquests to determine causes of accidental, violent, unnatural or unexplained deaths.
- Views bodies, procures services of expert witnesses, and examines witnesses under oath.
- Authorises the disposal of bodies by issuing cremation or burial certificates.
- Confers with officials of health and law enforcement agencies to gather information relating to cases.
- Reports on findings for permanent records.
- Directs personal staff or procures services of trained personnel engaged in conducting autopsies, pathological or toxicological analyses or in gathering data for testimony.
- May commit persons for trial for offences of murder, manslaughter or culpable driving, and issue warrants for arrest.
- May conduct inquests into the causes of fires to determine responsibility.
- May summon and swear-in jurors for inquest proceedings.

1103-13 JUDGE

Presides over the operations of courts of law.

SKILL LEVEL

Previous Experience: 5-20 years as a barrister.

TASKS Include:

- Conducts trials and hearings, decides appeals and determines questions of law in accordance with established procedures.

- Hears and considers legal argument, evidence and submissions.
- Passes sentence, awards damages, issues court orders and writs, upholds or dismisses appeals and determines questions of law.
- Produces written judgements, appeal decisions and legal determinations.
- May instruct juries on matters of law.
- May conduct Royal Commissions and other official enquiries.

SPECIALISATION**Justice of the High Court**

Decides appeals and determines constitutional questions.

1103-15 MAGISTRATE

Hears and adjudicates summary matters at law.

SKILL LEVEL

Previous Experience: 10 years as a legal practitioner.

TASKS Include:

- Hears arguments and evidence in civil and criminal summary matters.
- Evaluates evidence, decides issues and announces findings.
- Decides sentences and penalties within statutory limits such as fines, reprimands or detention.
- Awards damages in civil matters.

1103-17 ADMINISTRATIVE APPEALS TRIBUNAL MEMBER

Reviews and receives appeals on administrative decisions made by Commonwealth ministers, authorities and officials under Statutes of the Commonwealth.

SKILL LEVEL

Previous Experience: 5-15 years as a legal practitioner or in public administration.

TASKS Include:

- Convenes preliminary conferences to resolve matters, and orders full hearings.
- Hears evidence and argument, and rules on questions of procedure.
- Interprets laws in relation to cases in dispute.
- Announces findings and decisions.
- Confirms or overrules decisions, or orders rehearings.

1103-19 INDUSTRIAL TRIBUNAL MEMBER

Conciliation and Arbitration Commissioner

Hears industrial disputes as a neutral third party to help management and unions resolve differences, and arbitrates on issues and makes awards.

SKILL LEVEL

Previous Experience: 15 years as a legal practitioner or industrial relations officer.

TASKS Include:

- Confers with management and labour representatives separately or collectively to obtain their attitudes on contentious issues.
- Acts as a channel of communication between the parties, conducting meetings with them separately.
- Chairs meetings to reach solutions to disputes.
- Prepares settlement memoranda and obtains signatures of parties.
- Exercises arbitral powers if resolution is not achieved or seems improbable through conciliation.
- May call compulsory conferences to achieve resolutions.
- May hear witnesses called by the parties or by tribunals, and take evidence on oath or affirmation.
- May authorise inspections on behalf of tribunals or conduct inspections at which the parties are present.

1201-11 GENERAL MANAGER

Develops and reviews policy, and plans, organises and controls major functions of industrial, commercial, governmental or other establishments through subordinate executives.

SKILL LEVEL

Previous Experience: 5-10 years as a specialist manager.

TASKS Include:

- Directs the policy and operations of companies, authorities or institutions for the achievement of policy objectives, increased profit or market control.
- Establishes organisation objectives, policies and programs and sets standards and targets.
- Analyses economic, social, technical, legal and other data or trends.
- Appraises the activities of institutions according to strategies and objectives, and monitors and evaluates performance.
- Consults with subordinate staff and reviews recommendations and reports.
- Co-ordinates subordinate staff to optimise the use of human and material resources to achieve goals.
- Resolves conflicts between areas of responsibility.
- Prepares or arranges the preparation of reports, budgets and forecasts and presents them to governing bodies.

MAJOR GROUP 1

- Ensures the security and development of assets and resources.
- Represents organisations in negotiations, at conventions, seminars and official occasions, and liaises with other organisations.
- Selects or approves the selection of senior staff.
- Authorises funds to implement policies and programs.
- Provides overall direction and management of enterprises, including personnel, technological resources and assets.
- May undertake responsibility for some or all of accounting, sales, marketing, personnel or other specialist operations in smaller establishments.

SPECIALISATIONS

Chief Executive
Fire Commissioner
Hospital Administrator
Head of Government Department
Managing Director
Managing Editor
Medical Superintendent
Ombudsman/woman
Police Commissioner
Regional Manager
Trade Union Secretary
Air Force ranks, Air Commodore and above
Army ranks, Brigadier and above
Naval ranks, Commodore and above

1301-11 FINANCE MANAGER

Finance Director

Administers the financial activities of organisations and provides financial assessments.

SKILL LEVEL

Previous Experience: 5-10 years as an accountant.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- In consultation with other management, makes recommendations on financial policy.
- Plans the financial operations of organisations.
- Provides financial information and interpretations to other management.
- Co-ordinates the development, implementation and monitoring of financial accounting and related systems.
- Directs the collection of financial and accounting information and the preparation of budgets, reports and forecasts.
- Co-ordinates the design, implementation and monitoring of computerised accounting and administrative systems.
- Controls the selection and training of finance staff.
- Directs and co-ordinates economic research.

MANAGERS AND ADMINISTRATORS

- Gives assessments of proposals involving financial expenditure and of the financial status of operational projects.
- Controls activities such as taxation, credit policy, cash flow and investment policy, costing and expense control, preparation of tenders, administration of contracts, insurance arrangements and property administration.
- May control the activities of non-finance areas such as data processing, administration and secretarial services.

SPECIALISATIONS

Company Secretary
Treasurer (except government)
Controls cash and investments and administers loans portfolios.
Chief Accountant

RELATED OCCUPATIONS

Unit Group 2701 Accountants
Unit Group 6101 Securities and Finance Dealers

1303-11 SALES AND MARKETING MANAGER

Plans and directs the sales and marketing activities of organisations.

SKILL LEVEL

Previous Experience: 5-10 years as a public relations officer.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- In consultation with other managers sets sales and marketing policy.
- Plans sales and marketing operations including market research, advertising, promotion, distribution, pricing and selling.
- Organises and controls sales activities by setting product mix, geographical sales areas and customer service standards.
- Directs merchandising methods and distribution policy by co-ordinating the work of salespersons or organising agents and distributors.
- Controls sales methods and arrangements by setting prices and credit arrangements.
- Directs and controls marketing by planning and running advertising campaigns and promotional activities, product management and market analysis and research.
- Monitors customer service, invoicing, payments and administration costs.
- Directs research work and monitoring of sales and marketing activity to produce reports, give recommendations and advice and to formulate changes.
- Directs the development of initiatives such as new products, new marketing techniques, new advertising campaigns, incentive bonus schemes and the dropping of unprofitable products.
- May control related activities such as distribution and transport.

SPECIALISATIONS

Advertising Manager
Export Manager
Merchandise Manager

1305-11 PRODUCTION MANAGER (MANUFACTURING AND MINING)

Plans and directs the production activities of organisations to optimise resource use, minimise costs and maintain quality standards.

SKILL LEVEL

Previous Experience: 5-10 years as an industrial or mining engineer.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Plans production policy in consultation with other managers.
- Plans details of production activity in terms of output quality and quantity, cost, time available, and labour requirements.
- Prepares work programs to achieve planned production and directs production control activities.
- Controls use of production plant facilities through planning of maintenance, designation of operating hours and supply of parts and tools.
- Controls and directs production staff, organises staff selection, training, development and utilisation.
- Co-ordinates and directs quality control procedures, and the implementation of safety requirements, and ensures statutory requirements are met.
- Directs monitoring of production and research into new and improved production methods and products.
- Controls the preparation of production records and reports.
- Gives advice and information on production to other managers and clients.
- Recommends and implements initiatives such as new techniques and products, purchases of new machinery and changes in staff levels.
- Monitors the efficiency of staff, procedures and production costs.

SPECIALISATIONS

Plant Manager
Quality Control Manager
Works Manager

RELATED OCCUPATION

Occupation 1601-19 Manufacturer

1305-13 PRODUCER (MEDIA)

Plans and directs publishing, artistic and theatrical productions.

SKILL LEVEL

Previous Experience: 5-10 years as a film, television and stage director, or as a film editor.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Plans production policies in consultation with technical experts.
- Plans details of production activities in terms of output quality and quantity, cost, time available, labour and material requirements.
- Prepares work programs to achieve planned production and directs production control activities.
- Controls the use of production facilities such as studios and editing equipment, stage equipment and rehearsal time.
- Controls and directs production staff, organises staff selection, training, development and utilisation.
- Controls the quality of production.
- Recommends and implements initiatives such as changes in personnel, facilities and objectives.
- Monitors production costs.
- Controls communications by chairing meetings of production staff.
- Co-ordinates the work of specialised staff.

SPECIALISATIONS

Executive Producer
Studio Manager
Television Producer

RELATED OCCUPATIONS

Unit Group 2811 Film, Television and Stage Directors

1307-11 SUPPLY AND DISTRIBUTION MANAGER

Plans and directs the supply and distribution activities of organisations.

SKILL LEVEL

Previous Experience: 5-10 years as a business professional.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Plans purchasing, storage and distribution policy in consultation with other managers.
- Prepares plans for purchasing, storage and distribution operations to minimise costs and maintain stock levels.

MAJOR GROUP 1

- Directs and controls ordering, purchasing and delivery of goods by co-ordinating research into supply options, arranging liaison with suppliers, enforcing quality and cost levels, negotiating contracts and directing the recording of transactions.
- Directs and controls the storage of goods by obtaining assessments of storage options, directing the planning and maintenance of storage and inventory systems, and controlling stock levels.
- Monitors inventory levels and service standards.
- Directs and monitors the activities of supply and distribution staff.

SPECIALISATIONS

Military Supply Officer
Procurement Manager
Purchasing Manager
Shipping Manager
Supply Manager
Transport Manager

1309-11 PERSONNEL AND INDUSTRIAL RELATIONS MANAGER

Plans and directs the personnel and industrial relations activities of organisations.

SKILL LEVEL

Previous Experience: 5-10 years as a business professional.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Plans the personnel and industrial relations policy of organisations in consultation with other managers.
- Develops plans and strategies for personnel and industrial relations areas.
- Monitors industrial relations developments to prevent and settle disputes.
- Controls activities such as personnel administration, staff selection and training, labour relations, wage and salary administration, security, health and safety, and employee benefits.
- Monitors employment costs and productivity levels.
- May train and advise other managers in personnel and industrial relations matters.

SPECIALISATIONS

Organisation and Methods Manager
Manages consulting and service activities aimed at achieving improved efficiency and making savings in the operations of an organisation.
Occupational Health and Safety Manager
Training Manager

MANAGERS AND ADMINISTRATORS

1311-11 DATA PROCESSING MANAGER

Plans and directs the data processing activities of organisations.

SKILL LEVEL

Previous Experience: 10 years experience as a computing professional.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Plans data processing policy in consultation with other managers.
- Directs data processing operations and sets priorities between development, maintenance and operating.
- Directs the selection, installation and use of computing equipment and software.
- Controls the selection and training of computing professionals and operators, and monitors their performance.
- Controls the security of data processing systems.
- Directs maintenance work and quality control.
- Monitors the operations of electronic data processing systems and develops improvements.

SPECIALISATIONS

Information Systems Manager
Operations Manager (Data Processing)
Systems Manager (Data Processing)

1313-11 PUBLIC POLICY MANAGER
Public Service Manager

Administers the policy and program activities of federal, state or territory government departments or autonomous authorities.

SKILL LEVEL

Previous Experience: 10-20 years as a professional.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Gives advice and information on an area of government policy.
- Directs and co-ordinates program activities and policy formulation.
- Implements government directives and policies.
- Provides briefings to government ministers.
- Drafts, or co-ordinates and supervises the drafting of, correspondence in reply to letters to Ministers or requests for information.
- Prepares papers on issues under consideration, for discussion or advice.

SPECIALISATION**Section Head (Public Service)****1315-11 DIRECTOR OF NURSING**

Matron

Administers the nursing activities in hospitals or other health agencies directly or through other managers and supervisors.

SKILL LEVEL

Education: 1 year graduate diploma.

Previous Experience: 2-5 years as a registered nurse.

Registration/Licensing: State Registration as a double certificate nurse.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Plans nursing policies in consultation with other managers.
- Plans nursing activities and establishes procedures and standards for nursing staff.
- Controls the selection of nursing staff.
- Directs the activities of nursing staff.
- Monitors and controls expenditure on nursing staff and the use of supplies, equipment and services.
- Monitors performance of nursing staff and ensures that nursing care is of a high standard.

SPECIALISATIONS

Nurse Administrator
Nursing Superintendent

1317-11 SCHOOL PRINCIPAL

Headmaster/mistress

Administers the operations of schools.

SKILL LEVEL

Previous Experience: 5-10 years as a senior teacher.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Co-ordinates the educational and administrative affairs of schools.
- Interviews parents and new pupils.
- Prepares or directs curricula and extra curricular programs and outlines study courses.
- Determines text-books to be used and arranges for procurement of books and supplies.
- Arranges for internal examinations.
- Enforces school discipline.
- Controls expenditure of school funds to meet budgets.

- Represents schools at community and administrative meetings.

- May perform teaching tasks.

RELATED OCCUPATIONS

Minor Group 24 School Teachers

1317-99 EDUCATION MANAGERS NEC

This residual grouping covers Education Managers not elsewhere classified.

SKILL LEVEL

Education: 15-20 years as a university or CAE teacher.

SPECIALISATIONS

Dean
Faculty Head

RELATED OCCUPATIONS

Unit Group 2501 University and CAE Teachers

1319-11 COMMISSIONED POLICE OFFICER

Manages the activities of parts of police forces.

SKILL LEVEL

Previous Experience: 10 years as a member of a police force.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Plans, directs and implements operational programs for a police region, section or specialised unit.
- Directs, controls and monitors the activities of subordinate staff, and maintains discipline.
- Directs, controls and monitors record keeping systems and the preparation of reports.
- May direct and control the operation of communications systems.

RELATED OCCUPATIONS

Minor Group 35 Police

1319-13 COMMISSIONED FIRE OFFICER

Manages the activities of part of a fire brigade or service.

SKILL LEVEL

Previous Experience: 10 years as a fire fighter.

MAJOR GROUP 1

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Develops and implements fire service policies and administers rules and regulations to enforce fire prevention.
- Co-ordinates the provision and maintenance of fire facilities and equipment.

RELATED OCCUPATIONS

Unit Group 7211 Fire Fighters

1319-15 COMMISSIONED DEFENCE FORCE OFFICER (MANAGEMENT)

Manages an organisational unit composed of officers and other ranks in the Navy, Army and Air Force during times of war and peace.

SKILL LEVEL

Education: 3 year degree.

On-the-job Training: 1-2 years.

Previous Experience: 3-5 years service after completion of training as a trainee officer (defence forces).

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Prepares estimates and budgets for, and controls expenditure of, units (the term 'unit' referring to all units between and including a 'section' in the Navy and the Air Force or a 'platoon' in the Army, and a 'base' or 'staff directorate' in all services).
- Plans, co-ordinates and monitors the operational training of subordinate officers, other ranks and trainees in military skills and practices, to prepare for war.
- Prepares reports for superior officers, giving information and recommendations concerning defence policy.
- Prepares and executes operational and tactical plans during war to achieve objectives set by headquarters and commanding officers.
- Performs ceremonial and public tasks.

SPECIALISATIONS

Captain (Defence Forces)

Colonel

Flight Lieutenant

Group Captain

Lieutenant (Navy)

1319-91 TRAINEE OFFICER (DEFENCE FORCES)

Studies and trains to gain the skills of management in one of the armed services.

MANAGERS AND ADMINISTRATORS

SKILL LEVEL

Education: year 12.

TASKS Include:

- Trains and studies to gain the skills necessary for the performance of tasks of commissioned defence force officers.

SPECIALISATIONS

Midshipman

Officer Cadet

1399-11 ENGINEERING MANAGER

Plans and directs the engineering activities of organisations.

SKILL LEVEL

Previous Experience: 5-10 years as an engineer.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Directs and controls the engineering and technical operations of organisations in consultation with other managers and professionals to ensure that standards of quality, cost, safety and performance are observed and that time schedules are met.
- Interprets plans, drawings and specifications and gives advice to other managers.
- Plans engineering methods, policies and procedures.
- Evaluates proposals and checks details of plans.
- Establishes work schedules and project budgets.
- Ensures conformity with specifications and plans and with laws, regulations and safety standards.
- Co-ordinates the activities of engineering staff and controls engineering staff selection and training.

RELATED OCCUPATIONS

Minor Group 22 Building Professionals and Engineers

1399-13 RESEARCH MANAGER

Plans and directs the research and development activities of organisations.

SKILL LEVEL

Previous Experience: 5-10 years as a professional.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Plans the research activities of organisations in consultation with other managers, setting research objectives and time and cost constraints.

- Directs research activities and formulates research programs.
- Monitors the cost and effectiveness of research activities to optimise resources and maintain professional standards.
- Controls selection and training of research staff.
- Directs the recording and reporting of research activities and results.
- Provides advice on research to other managers.
- Assesses research results and procedures and recommends initiatives.

SPECIALISATIONS

Market Research Manager
Research and Development Manager

1399-99 SPECIALIST MANAGERS NEC

This residual grouping covers Specialist Managers not elsewhere classified.

SKILL LEVEL

Previous Experience: 5-10 years as a professional or para-professional.

SPECIALISATIONS

Religious Administrator
 Manages the activities of religious organisations.
Marine Engineer Superintendent
 Controls the operation and maintenance of fleets of ships.
Ambulance Superintendent
Library Manager

1401-11 GRAIN, OILSEED AND PASTURE GROWER

Grain, Oilseed and Pasture Farm Manager

Performs farming operations to grow one or more cereal grain, oilseed or protein crops.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Assesses maturity of crops to decide time of harvesting.

SPECIALISATIONS

Seed Farmer
Wheat Farmer

1401-13 SUGAR CANE GROWER

Sugar Cane Farm Manager

Performs farming operations to grow sugar cane.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Plants cane stalks and fertilises soil.
- Determines harvest timing in consultation with mill management.
- Burns crops prior to harvest to remove leaves, weeds and other extraneous matter which can impede harvesting and milling operations.
- May shave stubble to encourage regrowth.
- May operate harvesters or bin haul-out tractors.

1401-15 TOBACCO GROWER

Tobacco Farm Manager

Performs farming operations to grow tobacco.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Transplants seedlings in paddocks using tractor-drawn planters.
- Places harvested tobacco leaves in racks for curing in a bulk curing barn.
- Controls temperature, moisture and air movement through the tobacco leaves during curing.
- Bales tobacco in accordance with grade schedules.

1401-17 BEEF CATTLE FARMER

Cattle Grazier
 Beef Cattle Farm Manager

Performs farming operations to breed and raise beef cattle.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- May attend stock sales.

MAJOR GROUP 1

SPECIALISATIONS

Beef Cattle Stud Farmer

Raises stud beef cattle by selective breeding to improve their characteristics.

Beef Cattle Station Manager

Buffalo Farmer

1401-19 DAIRY FARMER

Dairy Farm Manager

Performs farming operations to breed and raise dairy cattle for milk production and sale as breeding stock or meat.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Plans milking schedules and milks cows using milking machines.
- Implements breeding programs.
- Disposes of dairy effluent.
- Cleans sheds and sterilises milking machines and equipment to maintain product quality and health standards.
- Sells cull cows for meat.

SPECIALISATION

Dairy Cattle Stud Farmer

Raises stud dairy cattle by selective breeding to improve their characteristics.

1401-21 SHEEP FARMER

Sheep Farm Manager

Performs farming operations to breed and raise sheep for production of wool, meat and breeding stock.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Organises shearing programs.
- Markets sheep for slaughter and as breeding stock.
- Markets wool.
- May shear and crutch sheep, class wool and attend wool auctions.

MANAGERS AND ADMINISTRATORS

SPECIALISATIONS

Sheep Stud Farmer

Raises stud sheep by selective breeding to improve their characteristics.

Sheep Station Manager

Wool Grower

1401-23 PIG FARMER

Pig Farm Manager

Performs farming operations to raise pigs for the production of meat.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Plans and implements pig herd breeding programs.
- Organises the formulation and mixing of feed, and feeds and waters pigs.
- Ensures piggeries are maintained and cleaned.

SPECIALISATION

Pig Breeder

Raises pigs by selective breeding to improve their characteristics.

1401-25 POULTRY FARMER

Poultry Farm Manager

Performs farming operations to raise chickens, turkeys, ducks or other poultry for egg and meat production.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Supplies feed and water, protection from the elements, and comfortable temperature, ventilation and lighting conditions for poultry.
- Cleans and disinfects equipment, pens, sheds and cages.
- Collects, grades and packages eggs, or catches and loads poultry for slaughter.
- Observes egg quality, bird bodyweight and condition, and adjusts feeding programs.
- Organises culling and selling of non-productive poultry.

SPECIALISATIONS

Chicken Meat Producer

Egg Producer
Hatchery Manager

1401-27 HORSE BREEDER
 Horse Stud Manager

Performs farming operations to breed horses.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Studies records of bloodlines, physical appearance and performance characteristics of horses to determine breeding combinations.
- Selects and arranges purchase of bloodstock.
- Mates mares with selected stallions.
- Assists with foaling.
- Records breeding, dietary and other stud information.
- Exercises horses.

SPECIALISATIONS

Horse Stud Farmer
Stud Master/Mistress

1401-29 MIXED FARMER
 Mixed Farm Manager

Performs farming operations to breed and raise livestock and grow crops.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Builds and repairs fences and stockyards.
- Stores hay as fodder or silage.

1401-31 FRUIT AND NUT GROWER
 Fruit and Nut Farm Manager

Performs farming operations to grow fruits, nuts and other horticultural crops.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Mulches and cultivates plants, and fertilises crops.
- Grafts new varieties to root stock.
- Plants ground crops between rows of trees and bushes to control weeds and soil temperature.
- May construct wire trellises to support vines and fruit.
- May sun-dry stone and vine fruits.
- May operate cool stores or controlled atmosphere storages.

SPECIALISATIONS

Orchardist
Viticulturist

1401-33 VEGETABLE GROWER
 Vegetable Farm Manager

Performs farming, market garden or greenhouse operations to grow vegetables and other horticultural crops.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Plants seeds and seedlings in fields, using farm machinery and garden tools.
- Thins and weeds crops.
- May plant seeds in greenhouses and regulate temperature, light and humidity.

SPECIALISATIONS

Olericulturist
 Grows herbs and related vegetables.
Market Gardener

1401-35 APIARIST
 Beekeeper

Operates apiaries to produce honey, pollen, royal jelly, wax and queen bees.

SKILL LEVEL

Previous Experience: Up to 4 years as an apiary assistant.

MAJOR GROUP 1

TASKS Include:

- Manufactures, or purchases and assembles, bee hives.
- Purchases bees, protective clothing and other supplies and equipment.
- Transports beehives to apiary sites which have been assessed for honey production potential.
- Inserts honeycombs into hives.
- Administers medication to bees.
- Forces bees from hive components to remove honeycombs.
- Removes honey from honeycombs.
- Maintains and repairs beehives and associated equipment.
- May package honey and negotiate sale.
- May re-queen colonies.
- May rear, or buy or sell, queen bees.
- May negotiate to provide pollination services for other farmers.
- May process and clean beeswax.

1401-91 TRAINEE FARMER

Trainee Farm Manager

Performs routine farming tasks and learns the skills of farming.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Progressively performs tasks covered by the generic title Farmer according to a training schedule.

SPECIALISATIONS

Jackaroo

Jillaroo

Assists in the operation of sheep and cattle stations.

Farm Apprentice

1401-99 FARMERS AND FARM MANAGERS NEC

This residual grouping covers Farmers and Farm Managers not elsewhere classified.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

MANAGERS AND ADMINISTRATORS

SPECIALISATIONS

Oyster Farmer

Maintains hatcheries to produce fish fry or seed oysters.

Transports fish fry or sticks of seed oysters to new tanks or beds.

Harvests, grades and packs fish or oysters.

Commercial Flower Grower

Cotton Grower

Fish Farmer

Goat Farmer

1501-11 SHOP MANAGER

Plans and controls the operations of retail trading establishments.

SKILL LEVEL

Previous Experience: 5-10 years as a sales representative or sales assistant.

Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Displays and sells merchandise.
- Provides information about merchandise to staff and customers.
- Ensures that shop premises, fixtures and fittings are cleaned and maintained.

SPECIALISATIONS

Take-Away Food Outlet Manager

Arranges for fast and efficient preparation, cooking and sale of perishable foods for customers.

Bookshop Manager

Delicatessen Manager

Dry Cleaning Establishment Manager

General Storekeeper

Greengrocer

Hardware Store Manager

Milk Bar Manager

Newsagent

Service Station Manager

Stationer

Supermarket Manager

1503-11 RESTAURANT AND CATERING MANAGING SUPERVISOR

Plans and controls the operations of dining establishments such as restaurants, cafeterias, canteens, bistros and clubs.

SKILL LEVEL

Education: 3 year associate diploma.

On-the-Job Training: 2 years.

Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Confers with cooks to plan menus.
- Plans and organises special functions.
- Inspects dining rooms, kitchens and storage facilities to ensure they are clean, functional, pleasing in appearance and meet health regulations.
- Checks quality and portion control of food leaving kitchen.
- May receive and record telephone reservations, greet and escort guests to tables.

SPECIALISATIONS**Caterer**

Provides catering services at functions.

Canteen Manager**Mess Supervisor (Defence Forces)****Restaurateur****1505-11 HOTEL/MOTEL MANAGER**

Hotelier

Plans and controls the operations of hotels or motels.

SKILL LEVEL

Education: 3 year diploma or associate diploma, or 2 year certificate.

On-the-Job Training: 3-5 years.

Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Plans and supervises the activities of staff in areas such as reception, dining-room, kitchen, licensed bar, accounting, purchasing and housekeeping.
- Arranges for maintenance of gardens, lawns, buildings and other facilities.
- May provide information to guests of local tourist attractions and facilities and book tours on their behalf.

SPECIALISATIONS**Publican****Resort Manager****Tavern Manager****1505-13 CARAVAN PARK MANAGER**

Operates and maintains lodging facilities and grounds at caravan and tourist parks.

SKILL LEVEL

On-the-Job Training: Up to 1 year.

Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Registers guests, assigns accommodation and collects payments.
- Gives information to guests on local recreational facilities and places of interest.
- Answers enquiries and attends to complaints lodged by guests.
- Takes reservations and phone messages for guests.
- Arranges maintenance of gardens, grounds, buildings and other facilities.
- Removes and disposes of rubbish.
- Organises cleaning of amenities blocks, recreation areas, and accommodation sites.
- Provides power or fuel to accommodation sites and barbecue areas.
- May hire-out appliances or equipment to guests.
- May operate shops to sell supplies to guests.

1505-99 ACCOMMODATION AND TAVERN MANAGING SUPERVISORS NEC

This residual grouping covers Accommodation and Tavern Managing Supervisors not elsewhere classified.

SKILL LEVEL

On-the-Job Training: Up to 1 year.

Registration/Licensing: May be required.

SPECIALISATIONS**Boarding House Manager****Hostel Manager**

Organises and provides services in hostels, boarding houses or similar facilities.

Takes bookings, registers guests and assigns accommodation. Cleans kitchens and rooms, and provides linen, towels and other supplies.

Maintains gardens, grounds, buildings and other facilities.

Arranges the preparation and serving of meals.

1507-11 FINANCIAL INSTITUTION BRANCH MANAGER

Organises and controls the activities of branches of banks, credit unions, building societies or other financial institutions.

SKILL LEVEL

Previous Experience: 5-15 years as an accounting clerk or teller.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.

MAJOR GROUP 1

- Implements and organises office procedures.
- Advises clients on investments.
- Assesses applications for loans and approves or rejects them.
- Advises clients about interest rates.
- Ensures that funds balance at the close of business.
- Authorizes summaries of transactions and loan approvals.
- Assesses, approves or recommends credit-card applications.
- Promotes branch functions and business development.
- Ensures security procedures are implemented for safeguarding and moving cash and documents.
- May interview applicants for loans.
- May refer loan applications to centralised loans departments.

SPECIALISATIONS

Bank Manager
Building Society Manager
Credit Union Manager

1599-11 HAIRDRESSING ESTABLISHMENT MANAGING SUPERVISOR

Organises and controls the activities of hairdressing establishments.

SKILL LEVEL

Previous Experience: 5 years as a hairdresser.
Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Directs staff in operations such as reception, shampooing, cutting and drying hair, and sales of hair-care products.
- May take bookings and arrange appointments for clients.
- May perform hairdressing tasks.

1599-13 SPORTS CENTRE MANAGER Sports Centre Administrator

Plans and controls the activities, facilities and resources of sports centres.

SKILL LEVEL

Previous Experience: 3-5 years as a physical fitness instructor or sportsperson.
Registration/Licensing: May be required.

MANAGERS AND ADMINISTRATORS

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Ensures that all sporting facilities are maintained and conform to safety standards.
- Organises publicity to promote facilities.
- Checks and keeps custody of cash receipts.
- May plan and organise catering facilities.
- May undertake coaching tasks.

1599-15 POSTMASTER/MISTRESS

Directs and controls the operations of post offices.

SKILL LEVEL

Previous Experience: 5-10 years as a postal clerk or postal officer.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Directs the work of post office staff.
- Monitors service performance standards and recommends steps to overcome deficiencies.
- Promotes products and services.

RELATED OCCUPATIONS

Occupation 5909-11 Postal Clerk
Occupation 5909-13 Postal Officer

1599-17 REAL ESTATE AGENCY MANAGER

Organises and controls the activities of real estate agencies.

SKILL LEVEL

Education: 2-3 year diploma or certificate.
Previous Experience: 3 years as a real estate salesperson.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Ensures that real estate practices and legal requirements are observed.
- Authorises listings of properties for sale.

1599-19 BOOKMAKER

Determines and offers odds and accepts bets on the results of racing events.

SKILL LEVEL

Previous Experience: Up to 5 years as a bookmaker's clerk.

Registration/Licensing: Licensing required with government authorities.

TASKS Include:

- Attends turf, pacing or greyhound races to provide a betting service.
- Supervises Bookmaker's Clerks.
- Obtains information on the form of horses or dogs by attending official barrier trials, viewing films, or liaising with contacts.
- Offers and varies odds on entrants after considering the type of event, handicaps, barrier draws, conditions of tracks and odds offered by other bookmakers.
- Writes tickets for clients detailing subjects of bets, odds given and payout details.
- May lay off bets to offset potential losses.

RELATED OCCUPATION

Occupation 5999-17 Bookmaker's Clerk

1599-21 RAILWAY STATION MASTER/MISTRESS

Plans and organises the operations of railway stations.

SKILL LEVEL

Previous Experience: 1-5 years as a railway station assistant.

On-the-Job Training: 1-2 years.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Directs the work of clerical staff, ticket sellers, security staff and cleaners.
- Liaises with maintenance staff to ensure railway tracks and facilities are maintained.
- Co-ordinates the arrival, departure, loading and unloading of trains.

1599-99 MANAGING SUPERVISORS (SALES AND SERVICE) NEC

This residual grouping covers Managing Supervisors (Sales and Service) not elsewhere classified.

SKILL LEVEL

Previous Experience: 5-10 years as a salesperson or personal service worker.

SPECIALISATIONS

Beauty Parlour Manager

Licensed Club Manager

TAB Manager

Stock and Station Agency Manager

Stockbroking Firm Manager

1601-11 IMPORTER-EXPORTER

Import-Export Business Manager

Organises and controls the operations of import and export establishments.

SKILL LEVEL

Previous Experience: 5 years as an import-export clerk.

On-the-Job Training: 6 months.

Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Identifies local demand for overseas produced goods or overseas demand for domestically produced goods, and negotiates conditions of sale with producers.
- Arranges shipping of goods to and from Australia.
- Receives and checks orders.
- Liaises with customs officers and other government representatives to ensure that goods being imported are legal, and meet Australian standards.
- May organise and arrange promotional campaigns for imported goods.

RELATED OCCUPATIONS

Occupation 1307-11 Supply and Distribution Manager

Occupation 5503-13 Import-Export Clerk

1601-13 PROFESSIONAL BUILDER

Building and Construction Manager

Manages the physical and human resources involved in the building process in areas such as design, construction and maintenance. Manages the development of property. Develops government and corporate policies on building. Administers building legislation, develops building systems and products. Directs building research and building education, and provides building consultancy.

SKILL LEVEL

Education: 5-6 year degree.

Registration/Licensing: May be required.

MAJOR GROUP 1

TASKS Include:

- Interprets architectural specifications, drawings and bills of quantities.
- Plans building construction methods and procedures.
- Manages site labour resources.
- Manages procurement and delivery of materials, plant and equipment required for building projects.
- Creates and implements co-ordinated programs for site activities and work control systems to maintain standards of building performance, quality, cost and safety.
- Studies building contract documents and negotiates with building owners and subcontractors.
- Controls preparation of tender estimates and the documentation for contract bids.
- Ensures that building and other regulations, standards and by-laws are enforced in building operations.
- Consults with architects, engineers and other technical workers to ensure that the intentions of designs are met.

RELATED OCCUPATION

Occupation 1399-11 Engineering Manager

1601-15 BUILDING CONTRACTOR

Co-ordinates the construction of dwellings and other buildings.

SKILL LEVEL

Previous Experience: 5-10 years as a building tradesperson.
Registration/Licensing: Licensing required with government authorities.

TASKS Include:

- Examines clients' plans or arranges drawing-up of plans to meet market requirements.
- Submits tenders, quotes or prices to clients.
- Arranges submission of plans to local authorities for approval.
- Organises sub-contractors for all stages of building, and negotiates rates of pay.
- Calculates quantities of material required for building projects and orders these from building suppliers or advertises for tenders.
- Arranges delivery times of materials to coincide with requirements in the building process.
- Co-ordinates the timing of sub-contractors work.
- Oversees the work of sub-contractors to ensure buildings are of acceptable standards and are proceeding according to schedules.
- Liaises with local authorities to arrange inspections of building work.
- May co-ordinate the activities of office staff involved in the preparation and payment of accounts.

MANAGERS AND ADMINISTRATORS

- May liaise with lawyers and financial institutions on matters relating to loans and contracts for building projects.
- May undertake some of the building work personally.
- May consult with architects and associates about styles and methods of building, and the materials to be used.
- May build under contract, according to plans and specifications set by clients.
- May inform clients or selling agents of progress and pass on clients' requests to sub-contractors.

SPECIALISATION

Contract Builder

RELATED OCCUPATIONS

Occupation 3207-11 Building Technician
Minor Group 44 Building Tradespersons

1601-17 WHOLESALER

Plans and organises the operations of wholesale trading establishments.

SKILL LEVEL

Previous Experience: 5-10 years as a salesperson.
Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Liaises with manufacturers to arrange contracts to sell products to retailers.
- Displays and sells merchandise.
- Provides information about merchandise to staff.
- Liaises with retailers about orders, nature of products and promotional activities.
- Ensures that shop premises, fixtures and fittings are cleaned and maintained.
- Arranges the repair, refund or exchange of merchandise returned by customers.

1601-19 MANUFACTURER

Operates independent manufacturing establishments producing specialised goods to order or in batches.

SKILL LEVEL

Previous Experience: 5-10 years in a manufacturing occupation.
Registration/Licensing: May be required.

MANAGERS AND ADMINISTRATORS

MAJOR GROUP 1

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Creates, modifies and registers designs for products.
- Devises new manufacturing processes.
- Devises and implements production run schedules.
- Introduces and maintains quality control procedures.
- Orders materials and equipment.
- Discusses requirements with customers.
- Arranges contracts with customers.
- Organises advertising campaigns.
- Arranges packaging, delivery and wholesaling of products.
- May co-ordinate after-sales service.

RELATED OCCUPATIONS

Unit Group 1305 Production Managers

1601-99 MANAGING SUPERVISORS (OTHER BUSINESS) NEC

This residual grouping covers Managing Supervisors not elsewhere classified.

SKILL LEVEL

Previous Experience: 5-10 years as a supervisor.

SPECIALISATION

Laundry Manager

MAJOR GROUP 2

PROFESSIONALS

- 21 Natural Scientists**
- 22 Building Professionals and Engineers**
- 23 Health Diagnosis and Treatment Practitioners**
- 24 School Teachers**
- 25 Other Teachers and Instructors**
- 26 Social Professionals**
- 27 Business Professionals**
- 28 Artists and Related Professionals**
- 29 Miscellaneous Professionals**

2 PROFESSIONALS**21 NATURAL SCIENTISTS****2101 CHEMISTS**

2101-11 Chemist

2103 GEOLOGISTS AND GEOPHYSICISTS

2103-11 Geologist

2103-13 Geophysicist

2105 PHYSICISTS

2105-11 Physicist

2107 LIFE SCIENTISTS

2107-11 Anatomist

2107-13 Physiologist

2107-15 Biochemist

2107-17 Biophysicist

2107-19 Botanist

2107-21 Ecologist

2107-23 Zoologist

2107-25 Forester

2107-27 Agricultural Extension Officer

2107-99 Life Scientists nec

2109 MEDICAL TESTING PROFESSIONALS

2109-11 Medical Laboratory Scientist

2109-13 Clinical Physical Scientist

2199 OTHER NATURAL SCIENTISTS

2199-11 Environmental Scientist

2199-13 Soil Scientist

2199-15 Meteorologist

22 BUILDING PROFESSIONALS AND ENGINEERS**2201 ARCHITECTS AND LANDSCAPE ARCHITECTS**

2201-11 Architect

2201-13 Landscape Architect

2203 QUANTITY SURVEYORS

2203-11 Quantity Surveyor

2205 CARTOGRAPHERS AND SURVEYORS

2205-11 Cartographer

2205-13 Surveyor

2207 CHEMICAL ENGINEERS

2207-11 Chemical Engineer

2209 CIVIL ENGINEERS

2209-11 Civil Engineer

2211 ELECTRICAL AND ELECTRONICS ENGINEERS

2211-11 Electrical Engineer

2211-13 Electronics Engineer

2213 MECHANICAL ENGINEERS

2213-11 Mechanical Engineer

2215 MINING ENGINEERS

2215-11 Mining Engineer (except Petroleum)

2215-13 Petroleum Engineer

2217 METALLURGISTS AND MATERIALS SCIENTISTS

2217-11 Extractive Metallurgist

2217-13 Physical Metallurgist

2217-15 Materials Engineer

2217-17 Materials Scientist

2219 OTHER ENGINEERS

2219-11 Aeronautical Engineer

2219-13 Agricultural Engineer

2219-15 Naval Architect

2219-17 Industrial Engineer

2219-99 Engineers nec

23 HEALTH DIAGNOSIS AND TREATMENT PRACTITIONERS**2301 GENERAL MEDICAL PRACTITIONERS**

2301-11 General Medical Practitioner

2303 SPECIALIST MEDICAL PRACTITIONERS

2303-11 Anaesthetist

2303-13 Cardiologist

2303-15 Obstetrician and Gynaecologist

2303-17 Ophthalmologist

2303-19 Orthopaedic Specialist

2303-21 Psychiatrist

2303-23 Radiologist

2303-25 Paediatrician

2303-27 Thoracic Specialist

2303-29 Dermatologist

PROFESSIONALS

MAJOR GROUP 2

2303-31	Otorhinolaryngologist
2303-33	Urologist
2303-35	Surgeon
2303-37	Pathologist
2303-39	Specialist in Rehabilitation Medicine
2303-41	Specialist Physician
2303-99	Specialist Medical Practitioners nec
2305	DENTAL PRACTITIONERS
2305-11	Dentist
2305-13	Dental Specialist
2307	PHARMACISTS
2307-11	Hospital Pharmacist
2307-13	Industrial Pharmacist
2307-15	Retail Pharmacist
2309	OCCUPATIONAL THERAPISTS
2309-11	Occupational Therapist
2311	OPTOMETRISTS
2311-11	Optometrist
2313	PHYSIOTHERAPISTS
2313-11	Physiotherapist
2315	SPEECH PATHOLOGISTS
2315-11	Speech Pathologist
2317	CHIROPRACTORS AND OSTEOPATHS
2317-11	Chiropractor
2317-13	Osteopath
2319	PODIATRISTS
2319-11	Podiatrist
2321	RADIOGRAPHERS
2321-11	Medical Diagnostic Radiographer
2321-13	Medical Therapeutic Radiographer
2321-15	Nuclear Medicine Technologist
2323	VETERINARIANS
2323-11	Veterinarian
2399	OTHER HEALTH DIAGNOSIS AND TREATMENT PRACTITIONERS
2399-11	Audiologist
2399-13	Dietitian

2399-15	Orthoptist
2399-99	Health Diagnosis and Treatment Practitioners nec
24	SCHOOL TEACHERS
2401	PRE-PRIMARY SCHOOL TEACHERS
2401-11	Pre-Primary School Teacher
2403	PRIMARY SCHOOL TEACHERS
2403-01	Senior Teacher, Infant-Primary School
2403-11	Primary School Teacher
2405	SECONDARY SCHOOL TEACHERS
2405-01	Senior Teacher, Secondary School
2405-11	Secondary School Teacher
2407	SPECIAL EDUCATION TEACHERS
2407-11	Resource Teacher
2407-13	Teacher of Disabled or Gifted Students
2407-99	Special Education Teachers nec
25	OTHER TEACHERS AND INSTRUCTORS
2501	UNIVERSITY AND CAE TEACHERS
2501-11	University or CAE Lecturer
2501-13	University or CAE Tutor
2503	TAFE TEACHERS
2503-01	Head of School (TAFE)
2503-11	TAFE Teacher (Trades)
2503-13	TAFE Teacher (General Education)
2505	EXTRA-SYSTEMIC TEACHERS AND INSTRUCTORS
2505-11	Art Teacher (Private)
2505-13	Music Teacher (Private)
2505-15	Dance Teacher (Private)
2505-17	Drama Teacher (Private)
2505-19	Driving Instructor
2505-21	Flying Instructor
2505-23	Ground School Instructor
2505-25	Nurse Educator
2505-99	Extra-Systemic Teachers and Instructors nec
26	SOCIAL PROFESSIONALS
2601	SOCIAL WORKERS
2601-11	Social Planner and Administrator
2601-13	Community Social Worker

MAJOR GROUP 2**PROFESSIONALS**

2601-15 Social Case Worker

2603 COUNSELLORS

2603-11 Rehabilitation Counsellor

2603-13 Marriage Counsellor

2603-15 Family Court Counsellor

2603-17 Careers Counsellor and Adviser

2603-99 Counsellors nec

2605 LAWYERS

2605-11 Barrister

2605-13 Solicitor

2605-91 Articled Clerk

2605-99 Lawyers nec

2607 MINISTERS OF RELIGION

2607-11 Minister of Religion

27 BUSINESS PROFESSIONALS**2701 ACCOUNTANTS**

2701-11 Accountant

2701-91 Trainee Accountant

2703 PUBLIC RELATIONS OFFICERS

2703-11 Public Relations Officer

2705 PERSONNEL SPECIALISTS

2705-11 Personnel Officer

2705-13 Training Officer

2705-15 Staff Development Officer

2707 COMPUTING PROFESSIONALS

2707-11 Applications Programmer

2707-13 Systems Programmer

2707-15 Analyst Programmer

2707-17 Computer Systems Analyst

2707-19 Software Engineer

2707-21 Database Administrator

2707-23 Computer Scientist

2707-25 EDP Auditor

2799 OTHER BUSINESS PROFESSIONALS

2799-11 Medical Record Administrator

2799-13 Industrial Relations Officer

2799-15 Organisation and Methods Analyst

2799-99 Business Professionals nec

28 ARTISTS AND RELATED PROFESSIONALS**2801 PAINTERS, SCULPTORS AND RELATED PROFESSIONALS**

2801-11 Painter (Artistic)

2801-13 Sculptor

2801-99 Painters, Sculptors and Related Professionals nec

2803 PHOTOGRAPHERS

2803-11 Photographer

2805 DESIGNERS AND ILLUSTRATORS

2805-11 Fashion Designer

2805-13 Graphic Designer

2805-15 Industrial Designer

2805-17 Interior Designer

2805-19 Illustrator

2807 JOURNALISTS

2807-01 Associate Editor

2807-11 Sub-editor

2807-13 Reporter

2807-15 Copy-writer

2807-91 Cadet Journalist

2807-99 Journalists nec

2809 AUTHORS AND RELATED PROFESSIONALS

2809-11 Author

2809-13 Book Editor

2809-15 Script Editor

2811 FILM, TELEVISION AND STAGE DIRECTORS

2811-11 Art Director (Television, Film or Stage)

2811-13 Casting Director

2811-15 Director (Film or Stage)

2811-17 Director of Photography

2811-19 Film Editor

2811-21 Stage Manager

2811-23 Director (Radio or Television)

2811-25 Technical Producer

2813 DANCERS AND CHOREOGRAPHERS

2813-11 Choreographer

2813-13 Dancer

PROFESSIONALS**MAJOR GROUP 2****2815 MUSICIANS, COMPOSERS AND RELATED PROFESSIONALS**

2815-11 Music Director
2815-13 Concert and Opera Singer
2815-15 Popular Singer
2815-17 Instrumental Musician
2815-19 Composer
2815-99 Musicians, Composers and Related Professionals nec

2817 ACTORS AND RELATED PROFESSIONALS

2817-11 Actor
2817-13 Variety Artist
2817-99 Actors and Related Professionals nec

2819 ANNOUNCERS

2819-11 Announcer

29 MISCELLANEOUS PROFESSIONALS**2901 ECONOMISTS**

2901-11 Economist

2903 PSYCHOLOGISTS

2903-11 Clinical Psychologist
2903-13 Educational Psychologist
2903-15 Occupational Psychologist

2905 EDUCATION RESEARCHERS AND RELATED PROFESSIONALS

2905-11 Curriculum Development Officer
2905-13 Education Officer

2907 OTHER SOCIAL SCIENTISTS

2907-11 Urban and Regional Planner
2907-13 Geographer
2907-15 Historian
2907-99 Social Scientists nec

2909 MATHEMATICIANS, STATISTICIANS AND ACTUARIES

2909-11 Mathematician
2909-13 Statistician
2909-15 Actuary

2911 LIBRARIANS

2911-11 Librarian

2999 OTHER PROFESSIONALS

2999-11 Conservator
2999-13 Archivist
2999-15 Research Workers nec
2999-17 Recreation Officer
2999-19 Interpreter
2999-21 Translator
2999-23 Intelligence Officer
2999-99 Professionals nec

2101-11 CHEMIST

Studies the physical and chemical properties of substances to increase scientific knowledge, and develops new substances, processes and products.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Conducts experiments to identify chemical composition and to study chemical changes which occur in natural substances or processed materials.
- Develops procedures, instruments, recording and testing systems to be used in undertaking experiments.
- Analyses or carries out research to develop theories, techniques and processes, and tests the reliability of these under a variety of conditions.
- Develops practical applications of experiments and research findings.
- Develops quality control procedures for the manufacture of products in plants or factories.
- Prepares, or supervises the preparation of, scientific papers and reports.
- May supervise and co-ordinate the work of technicians.
- May prepare laboratory reports, scientific papers, specifications and standards.
- May test products or materials to ensure compliance with government health laws, and standards of quality and purity.
- May utilise micro-organisms to convert substances into new compounds.

SPECIALISATIONS**Assayer**

Tests ores and alloys, and analyses test results to determine the value and properties of their metals.

Chief Chemist**Food Technologist****RELATED OCCUPATION**

Occupation 2217-17 Materials Scientist

2103-11 GEOLOGIST

Studies the nature, composition and structure of the Earth and other planetary bodies to increase scientific knowledge, locate materials and minerals, and to advise on the extraction of minerals.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Explores specific areas of the Earth to determine its structure and the types of minerals or rocks that exist.
- Studies rock cores, cuttings and samples.

- Studies and dates fossilised life forms and rock strata to develop an understanding of life forms and evolution, or for commercial applications.
- Studies the nature and effect of natural events such as erosion, sedimentation and glaciation on the form of the Earth's surface and sea beds.
- Examines geological specimens in laboratories, using optical, chemical and mechanical techniques.
- Examines and interprets remote sensing imagery to identify rock types, structural trends, lineaments and faults, which may indicate features to be further investigated.
- Determines the economics of extraction of resources in co-operation with mining engineers, metallurgists, financial and marketing personnel.
- Interprets research data derived from laboratory studies or field explorations and prepares geological reports and maps.
- Prepares, or supervises the preparation of, scientific papers and reports.
- May supervise and co-ordinate the work of technical officers, technicians and survey hands.

SPECIALISATIONS**Chief Geologist****Geochemist****Mud Logger****2103-13 GEOPHYSICIST**

Studies physical aspects of the Earth and other planetary bodies to determine their structure and composition, assist in the location of mineral and petroleum deposits, determine flow patterns of ocean tides and currents, and to detect and forecast seismic, magnetic, electrical and thermal activity.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Conducts surveys to obtain precise measurements of variations in the Earth's gravitational and magnetic fields to determine the size, mass and structure of the Earth or other planetary bodies.
- Investigates propagation of seismic waves to determine the structure of the earth's mantle and crust using methods of explosion seismology.
- Studies the causes of earthquakes and other stress states of the Earth's crust.
- Analyses and interprets data derived from laboratory and field studies, and airborne, ground and drillhole surveys, to assist in locating water, petroleum or mineral-bearing structures and in determining the structure, composition and evolution of sub-surface rocks.
- Investigates the physical properties of rocks under laboratory conditions.
- Prepares, or supervises the preparation of, scientific papers and reports.
- May supervise and co-ordinate the work of technical officers and technicians.

- May study the physical aspects of oceans, such as density, temperature, salinity, light and sound transmission, and water circulation.
- May study the development and distribution of land waters.

SPECIALISATIONS

Hydrologist
Physical Oceanographer
Seismologist

2105-11 PHYSICIST

Studies physical phenomena to extend the knowledge of physics and to develop and improve materials, products, industrial and other processes.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Performs experiments, tests and analyses to investigate the structure and properties of matter, transformation and propagation of energy, relationships between matter and energy and other physical phenomena, in fields such as mechanics, heat, light, sound, electricity and magnetism, electronics, and nuclear and solid-state physics.
- Conducts experiments to discover and develop industrial, medical, military and other practical applications of laws and theories of physics.
- Maintains and develops standards for measurements such as length and time.
- Applies mathematical techniques to express and analyse observations and to formulate conclusions, and relates conclusions to known laws of physics, or proposes new hypotheses to explain them.
- Prepares, or supervises the preparation of, scientific papers and reports.
- May supervise and co-ordinate the work of technical officers and technicians.
- May specialise in one of a number of fields such as atomic, condensed matter, optical, plasma or atmospheric physics.

SPECIALISATIONS

Astronomer
Cosmologist

Observes, analyses and interprets data on the position, motion, composition, structure and characteristics of planets, stars, galaxies and other celestial bodies.

Crystallographer

Studies the bulk and surface structure, character and physical properties of solids or liquids at varying temperatures and pressures, and under the influence of electric and magnetic fields.

Chief Physicist

2107-11 ANATOMIST

Animal Morphologist

Studies the morphology of humans and animals to increase scientific knowledge and to develop practical applications in medicine and biology.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Studies the forms and structures of organs and tissues of the body by systematic observation, dissection and microscopic examination.
- Applies statistical and mathematical techniques to the measurement of anatomical structures.
- Relates structural patterns to functions of the body.
- Investigates the function and chemical composition of organs and tissues.
- Performs experiments and studies anatomical reactions such as the ability of the body to regenerate damaged or destroyed parts.
- Investigates the possibility of transplanting organs and tissue.
- Prepares, or supervises the preparation of, scientific reports based on observations and experiments.
- May supervise and co-ordinate the work of technical officers and technicians.

SPECIALISATIONS

Embryologist

Studies the features and phenomena exhibited in the formation and development of embryos.

Histologist

Studies the minute structure of animal tissue discernible with microscopes.

Neuroanatomist

Studies the development, structure and ageing of the nervous system.

RELATED OCCUPATION

Occupation 2109-11 Medical Laboratory Scientist

2107-13 PHYSIOLOGIST

Studies cellular structure, organ system functions and human and animal organisms to increase scientific knowledge and develop medical applications.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Studies respiration, circulation, excretion, movement, reproduction, nervous activity and other functions of humans and animals, under normal and abnormal conditions.

MAJOR GROUP 2

- Performs experiments to determine the effects of internal and external environmental factors on life processes and functions of organisms.
- Studies glands and their relationship to body functions.
- Applies scientific knowledge to problems of physical fitness, nutrition, human endurance and similar matters.
- Prepares, or supervises the preparation of, physiology studies for use by other scientists.
- May supervise and co-ordinate the work of technical officers and technicians.

SPECIALISATION

Endocrinologist

Studies disorders arising from disfunctions of hormone producing endocrine glands.

2107-15 BIOCHEMIST

Studies the chemistry of living organisms to increase scientific knowledge and develop medical, veterinary, agricultural, industrial and other applications.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Investigates the chemical structure and function of living cells, organs and tissues of humans, animals, plants or micro-organisms.
- Studies chemical events involved in physiological processes, such as digestion, muscle contraction, nerve transmission, excretion, photosynthesis, nitrogen fixation, growth, ageing and reproduction.
- Isolates, identifies and assays enzymes, hormones, metabolites and other substances produced by living cells or tissues.
- Investigates the roles of vitamins, hormones and minerals and the effects of toxic substances on physiological processes.
- Develops new and improved methods for the preparation of enzymes, serums and vaccines, hormones and other products derived from animals, plants, tissue cultures or micro-organisms.
- Prepares, or supervises the preparation of, scientific reports based on observations and experiments.
- Defines the biochemical reactions involved in fermentation, genetic technology, water purification, sewage treatment and other such processes.
- May develop industrial processes for the manufacture of pharmaceuticals, foods, beverages and other products.
- May supervise and co-ordinate the work of technical officers and technicians.

SPECIALISATIONS

Enzyme Chemist
Molecular Biologist
Protein Chemist

PROFESSIONALS

RELATED OCCUPATIONS

Occupation 2101-11 Chemist

Occupation 2109-11 Medical Laboratory Scientist

2107-17 BIOPHYSICIST

Studies the physical characteristics and behaviour of macro-molecules, living cells and organisms, and their interaction with various forms of energy.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Studies the functions and physical mechanisms of the sensory organs and the absorption and conversion of light energy by the retina in the eye.
- Investigates the manipulation, storage and control mechanisms of nervous systems, including the transfer of information from the sensory organs to the brain and subsequent transfer to organs and muscles.
- Studies the absorption and conversion of light energy in the process of photosynthesis or by the retina in the eye.
- Examines physical forces involved in molecular replication and heredity.
- Studies the structure and spatial conformation of proteins and determines the effects of radiation on them.
- Prepares, or supervises the preparation of, scientific papers and reports on biophysics.
- May supervise and co-ordinate the work of technical officers and technicians.
- May construct mathematical models to describe cycles or control phenomena in living tissue and organisms.
- May apply knowledge of the transfer, manipulation and storage of information in the human brain to the development of computers.

2107-19 BOTANIST

Studies the structure, physiology, biochemistry and ecology of plants to increase scientific knowledge and develop practical applications in natural resources, agriculture, forestry, horticulture and medicine.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Investigates the effects on plant growth of environmental factors such as rainfall, temperature, sunlight, soil, topography and disease.
- Grows plants under controlled conditions to determine optimum environmental factors, to assess the significance of environmental and genetic variables, and to examine patterns of plant evolution.

- Studies the nature and occurrence of plant chromosomes, cells and tissues.
- Makes field and laboratory studies of plant groups to produce and revise natural classifications.
- Prepares scientific reports and articles.
- May prepare handbooks for identification of plants.
- May supervise and co-ordinate the work of technical officers and technicians.
- May search for, identify and classify new species of plants.
- May work with other scientists to develop drugs, medicines and other products from plants.

SPECIALISATIONS**Agronomist****Agrostologist**

Studies agricultural crops and grasses.

Plant Scientist

Undertakes research and development work to improve the quality and quantity of plant growth and the production of natural and exotic plant species.

Horticultural Scientist**Plant Anatomist****Plant Morphologist****Plant Pathologist****Plant Physiologist****Plant Taxonomist****2107-21 ECOLOGIST**

Studies the interrelationships between the environment and animal and plant populations.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Studies the effects on animal and plant life of such factors as terrain, altitude, climatic conditions, type and sources of nutrition, and natural enemies.
- Investigates the structure of communities of organisms and predicts the effects of disturbances by human or environmental changes.
- Plans and conducts field trips to study animals and plants in their natural environments and to collect specimens for laboratory study.
- Assembles and analyses data and correlates them with the work of other scientists.
- Evaluates data and prepares reports of conclusions.
- Develops conservation or harvesting policies for management of biological resources such as fish populations and forests.
- May simulate natural environmental conditions in laboratories.
- May construct mathematical models of environments for computer analysis.

2107-23 ZOOLOGIST

Studies the structures, characteristics, functions and environments of animals to increase scientific knowledge and develop practical applications in wildlife management, conservation, agriculture and medicine.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Investigates the inter-relationships between animals and their environment by studying animals in their natural surroundings, in captivity and in laboratories.
- Studies and performs experiments on animals to identify species, and gather data on their growth, nutrition, reproduction, prey and predators.
- Studies the development and functions of animal organisms.
- Devises methods for population control, especially of vermin and pest animal species.
- Prepares, or supervises the preparation of, laboratory reports and scientific papers.
- May supervise and co-ordinate the work of technical officers and technicians.

SPECIALISATIONS**Entomologist****Insect Pathologist**

Studies and classifies insects and related animals such as spiders, ticks and worms.

Animal Nutritionist**Animal Taxonomist****Soil Zoologist****Veterinary Parasitologist****Veterinary Pathologist****2107-25 FORESTER****Forest Manager**

Studies, develops and manages forests to maintain, conserve and ensure a continuing supply of resources and products.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Manages forest resources to provide products and to maximise the long-term recreational and environmental benefits for the community.
- Participates in land use planning on a regional basis.
- Observes the effects of environmental factors on the growth and health of forest plants.
- Studies the propagation and culture of forest trees, improvement of growing stock and the effects of thinning on forest yields.
- Prepares plans for reforestation and devises efficient harvesting systems.

- Investigates, plans and implements management procedures to cope with the effects on forest lands of potentially catastrophic phenomena such as fires, floods, soil erosion, insect pests and diseases.
- Estimates the volume, size and quality of timber resulting from management alternatives.
- Advises governments, industry and the general public on forestry problems and planning, and conducts educational programs on the care and value of forests.
- May supervise and co-ordinate the work of technicians and other workers.

SPECIALISATIONS

Forestry Adviser
Forest Scientist
Harvesting Manager (Forestry)
Sylviculturist

2107-27 AGRICULTURAL EXTENSION OFFICER

Agricultural Adviser

Advises farmers, agricultural businesses, rural industry and other clients on all aspects of farming including the general care of animals and crops, soil and land management, farm machinery, new technology and market requirements.

SKILL LEVEL

Education: 3-4 year degree or diploma.
On-the-Job Training: 1 year.

TASKS Include:

- Visits farms to inspect livestock and crops.
- Discusses with farmers issues such as livestock and crop diseases, control of pests and weeds, soil improvement, animal husbandry and feeding programs.
- Collects, analyses and evaluates samples of soil and grasses.
- Advises farmers on problems associated with growing and improving the production of crops and livestock, and alternative agricultural enterprises.
- May demonstrate practical procedures used in solving agricultural problems or improving the efficiency of production.

SPECIALISATIONS

Agricultural Consultant
Farm Consultant
 Develops, promotes and provides agricultural consulting services to farmers.
 Collects, analyses and evaluates agricultural data and makes recommendations on the accountancy, economic and management aspects of farms.

2107-99 LIFE SCIENTISTS NEC

This residual grouping covers Life Scientists not elsewhere classified.

SKILL LEVEL

Education: 3-4 year degree.

SPECIALISATIONS

Bacteriologist
Microbiologist
Virologist

Studies the nature and characteristics of micro-organisms such as bacteria, viruses, algae and protozoa.

Cell Biologist

Geneticist

Studies the origin, transmission and development of hereditary characteristics in organisms such as viruses, bacteria, plants and animals.

Parasitologist

Studies the nature and characteristics of parasites.

Pharmacologist (except Clinical)

Toxicologist

Studies the actions of drugs and other substances on tissues, organs and physiological processes of living organisms.

Soil Biologist

2109-11 MEDICAL LABORATORY SCIENTIST

Clinical Laboratory Scientist

Conducts medical laboratory tests to provide information for the diagnosis, treatment and prevention of disease.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Carries out chemical analyses of blood, urine, cerebrospinal fluids, gastric juices and other body specimens to determine the presence and quantities of internal and exogenous substances to aid in the diagnosis of diseases.
- Studies blood cells, their numbers, morphological characteristics, and coagulation factors related to physiological and pathological conditions.
- Prepares tissue sections for microscopic examination, using various techniques to demonstrate cellular tissue elements or other characteristics.
- Examines and analyses body specimens for evidence of microbial infections.
- Studies the behaviour of microbes to assess their effects on human tissue and to develop methods of preventing their propagation.
- Performs blood group, type and compatibility tests for transfusion purposes.
- Investigates responses of the body to foreign cells or other agents.
- Prepares scientific papers and reports.
- Supervises and co-ordinates the work of technical officers and technicians.

- May advise medical practitioners on the interpretation of tests and on biochemical, microbiological, haematological or immunology methods for use in the diagnosis and treatment of disease.

SPECIALISATIONS

Cytologist
Epidemiologist

RELATED OCCUPATION

Occupation 2303-37 Pathologist

2109-13 CLINICAL PHYSICAL SCIENTIST

Applies knowledge and methodology of physics, engineering, mathematics, computing, physical chemistry and materials science to the diagnosis, treatment and prevention of human disease.

SKILL LEVEL

Education: 3-4 year degree plus post-graduate study.

TASKS Include:

- Advises on the use of ionising and non-ionising radiations.
- Performs bio-electrical investigations of heart and brain.
- Advises on and develops equipment for the measurement of physical parameters affecting patients in intensive care or undergoing surgery.
- Explores and develops the medical uses of ultrasound and electromagnetic radiation.
- Uses the principles of mechanics to analyse the musculo-skeletal system and to design supportive devices.
- Develops electronic and mechanical devices to assist in the rehabilitation of patients.
- Develops and advises on instrumentation and clinical services.
- Applies computer techniques to clinical medical problems.
- Assists in the design, development and use of artificial organs.
- Advises on blood and tissue rheology.
- Examines physical forces involved in molecular replication and heredity.
- Studies the structure and spatial conformation of proteins and determines the effects of radiation on them.

SPECIALISATIONS

Biomedical Engineer
Medical Physicist

RELATED OCCUPATIONS

Unit Group 2101 Chemists
Unit Group 2105 Physicists
Occupation 2217-17 Materials Scientist

2199-11 ENVIRONMENTAL SCIENTIST

Develops methods of controlling or minimising factors which may produce pollution, imbalance or degradation of the environment.

SKILL LEVEL

Education: 3-4 year degree plus post-graduate study.

TASKS Include:

- Plans and undertakes environmental research.
- Studies pollution, atmospheric and meteorological conditions, demographic characteristics, health, ecology, mineral, soil and water samples.
- Analyses pollutants, identifies their sources and determines their effects.
- Prepares graphs, charts and statistics from data.
- Develops and tests models of the environment using knowledge of ecology, mathematics, statistics and physical sciences.
- Assesses pollution problems, establishes standards and develops approaches for the control of pollution and the rehabilitation of areas disturbed by activities such as mining, timber felling or overgrazing.
- Prepares reports on analyses of data.
- May prepare environmental impact studies of activities such as mining, building and housing.

SPECIALISATIONS

Air Pollution Analyst
Land Degradation Analyst
Water Quality Analyst

RELATED OCCUPATION

Occupation 2107-21 Ecologist

2199-13 SOIL SCIENTIST

Pedologist

Studies the location, composition and characteristics of soils to increase scientific knowledge, improve soil management, ensure soil conservation, classify soil types and increase soil productivity and fertility.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Investigates soil fertility taking into account microbial population, soil fauna, content of organic matter and presence of nitrogen, oxygen and other elements required for plant growth and productivity.
- Studies the physical and chemical properties of soils to determine the potential for plant growth, water absorption capacity, drainage characteristics, acidity, texture and degree of salinity.
- Develops soil management practices, and studies their effects on the long term productivity of soil.

MAJOR GROUP 2

- Determines the mineralogy and structure of soil constituents to explain absorption processes.
- Investigates the mechanical properties of soils to improve tillage practices.
- Studies the influence of soil properties on the amount and chemical content of recharge to groundwater tables.
- Investigates and advises on soil conservation problems and farming practices to reduce soil erosion and water quality deterioration.
- Restores land damaged by erosion, salinity or mining, by stabilising soil surfaces, improving drainage, increasing fertility and establishing vegetation.
- Advises on water quality and salinity problems, particularly as associated with irrigation.
- May supervise and co-ordinate the work of technical officers and technicians.
- May advise on land use and soil management.
- May examine layering and drainage of soils used in foundations for roads, dams, buildings and other structures.

SPECIALISATION

Soil Conservationist

2199-15 METEOROLOGIST

Studies the physics and dynamics of the atmosphere to increase scientific knowledge and understanding of weather and climate, and to forecast changes in the weather.

SKILL LEVEL

Education: 3-4 year degree.

On-the-Job Training: 1 year.

TASKS Include:

- Applies scientific techniques to forecasting and interpretation of atmospheric weather and climate.
- Investigates methods of analysis and prognosis of atmospheric conditions.
- Analyses and interprets surface, upper level and ancillary charts, satellite cloud photographs, remote sensing and other observational data concerning atmospheric phenomena.
- Prepares weather forecasts for dissemination to the public and specific users.
- Prepares warnings relating to atmospheric phenomena such as cyclones, storms or other hazards to life or property.
- Studies climate and uses statistical methods to determine climatic change.
- Undertakes research into the behaviour of the atmosphere on a wide range of time and space scales.
- In conjunction with physicists and engineers, assists in the development of observational equipment, and reviews observational networks and the dissemination of information.

PROFESSIONALS

- May supervise and co-ordinate the work of technical officers, technicians and meteorological observers.

SPECIALISATIONS

Research Meteorologist

Develops and tests hypotheses, theories, concepts and laws governing the atmosphere.

Agrometeorologist

Hydrometeorologist

2201-11 ARCHITECT

Advises on the design and procurement of buildings, provides concepts, plans, specifications and detailed drawings, negotiates with builders and administers building contracts.

SKILL LEVEL

Education: 5-6 year degree or degree/diploma combination.

Registration/Licensing: Required for private practice.

TASKS Include:

- Obtains advice from clients or management to determine type, style and size of buildings or alterations.
- Provides information regarding designs, materials, costs and estimated building times.
- Prepares sketches, documents and scale drawings, integrating structural, mechanical and aesthetic elements in final designs.
- Writes specifications and contract documents for use by builders.
- Consults with engineers.
- Develops feasibility studies jointly with quantity surveyors and other workers.
- Inspects and oversees construction work to ensure compliance with specifications.
- May specialise in the design of industrial, commercial, institutional, residential or recreational buildings or in conservation architecture.
- May supervise and co-ordinate the work of architectural associates.

SPECIALISATION

Chief Architect

RELATED OCCUPATION

Occupation 2805-17 Interior Designer

2201-13 LANDSCAPE ARCHITECT

Plans and designs land areas for projects such as open space networks, parks, schools, institutions, roads, external areas for all building types, land sub-divisions, and commercial, industrial and residential sites.

SKILL LEVEL

Education: 3-5 year degree.

TASKS Include:

- Consults with associated professionals and clients on matters concerning external area designs, costs and construction.
- Compiles and analyses site and community data on geographical aspects, ecology of area land form, soils, vegetation, site hydrology, visual characteristics and man-made structures, to formulate land use and development recommendations.
- Undertakes studies related to historical and conservation aspects of areas, site character analysis and feasibility for site planning.
- Prepares reports, site plans, working drawings, specifications and cost estimates for land development, showing location and details of proposals, including ground modelling, structures, vegetation and access.
- Prepares and advises on contracts.
- Inspects construction work in progress to ensure compliance with plans.
- Advises on landscape problems concerned with environmental planning.

RELATED OCCUPATION

Occupation 4805-13 Landscape Gardener

- May supervise and co-ordinate the work of building technicians.

2205-11 CARTOGRAPHER

Applies scientific and mathematical principles to the design, preparation and revision of maps and charts.

SKILL LEVEL

Education: 3 year degree.

TASKS Include:

- Designs and compiles map manuscripts using digital and graphical source material, including aerial photographs, satellite imagery, survey documents, existing maps and records, reports and statistics.
- Advises surveyors and other professionals on the data requirements for map production and on the aesthetic, technical and economic considerations of scales, details to be illustrated, place names and reproduction techniques.
- Supervises and co-ordinates the work of cartographic associates in the production and re-production of maps.
- May produce digital elevation models.
- May specialise in cadastral (land tenure) or topographical mapping, or maps for specific purposes such as town planning, geology and hydrography.

2203-11 QUANTITY SURVEYOR

Prepares and monitors cost estimates and bills of quantities for construction projects.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Prepares preliminary cost estimates from sketches and statements of requirements.
- Studies architectural and engineering drawings and specifications using knowledge of building construction methods, materials and labour costs, to estimate total costs.
- Prepares detailed cost plans and estimates as tools for budgetary control.
- Prepares lists of items and produces bills of quantities for tendering purposes.
- Advises clients on tenders when received.
- Monitors changes of design and assesses effects on cost.
- Prepares final cost statements.
- Consults with architects, builders and engineers.
- May measure, value and negotiate variations to designs.
- May advise on costs of alterations to existing buildings or structures, on various materials and construction methods, and on alternative contractual procedures and clauses.

2205-13 SURVEYOR

Plans, directs or conducts survey work to determine, delineate, plan and position tracts of land, natural and constructed features, coastlines, marine floors and underground works.

SKILL LEVEL

Education: 3-4 year degree.

Registration/Licensing: Required for cadastral surveying.

TASKS Include:

- Determines the position of points on the Earth's surface (including the ocean bed), and supervises the preparation of plans, maps, charts and drawings to give pictorial representations.
- Undertakes research and development of surveying and photogrammetric measurement systems, cadastral systems and land information systems.
- Plans and designs land sub-division projects and negotiates details with local governments and other authorities.
- Compiles and evaluates data, interprets codes of practice, and writes reports concerning survey measurement, land use and tenure.
- May advise architects and scientists on the technical requirements of surveying and mapping.
- May supervise and co-ordinate the work of surveying associates and field assistants.

SPECIALISATIONS

Air Photo Plotter (Air Force)
 Cadastral Surveyor
 Engineering Surveyor
 Geodetic Surveyor
 Hydrographic Surveyor
 Photogrammetric Surveyor

2207-11 CHEMICAL ENGINEER

Designs and prepares specifications for process systems and the erection and operation of commercial-scale chemical plants, and supervises industrial processing and fabrication of products undergoing physical and chemical changes.

SKILL LEVEL

Education: 4 year degree.

TASKS Include:

- Performs tasks covered by the generic title Engineer.
- Prepares designs for chemical process systems, and plans control systems for processes such as those used to remove and separate components, effect chemical changes, test and evaluate fuels, transfer heat, and control the storing and handling of solids, liquids and gases.
- Monitors the operation and maintenance of equipment to achieve maximum efficiency under safe operating conditions.
- Designs pilot plants.
- Ensures that correct materials and equipment are used and that they conform to specifications.
- Interprets reports from other engineers, chemists and technical workers.
- Diagnoses malfunctions in chemical plants and institutes remedial actions.
- Prepares analytical reports, feasibility studies and detailed costings of processes.
- Provides advice and information to sales personnel responsible for field evaluation of products or processes, or to market research personnel responsible for estimating market volume and selling price.
- Studies product utilisation and pollution control problems.
- May confer with environmental authorities.
- May review tenders and supervise contracts.
- May specialise in the conduct of experiments and correlation of data to investigate practical chemical engineering problems.

SPECIALISATIONS

Combustion Engineer
 Petrochemical Process Engineer
 Principal Chemical Engineer
 Smelting Engineer
 Water Treatment Engineer

2209-11 CIVIL ENGINEER

Plans, designs, organises and oversees the construction and operation of civil engineering projects such as structural, transportation or hydraulic engineering systems.

SKILL LEVEL

Education: 4 year degree.

TASKS Include:

- Performs tasks covered by the generic title Engineer.
- Designs civil engineering projects such as hydraulic systems, roads, aerodromes, water supply systems, bridges and buildings.
- Studies, evaluates and reports on the environmental implications of projects.
- Determines construction methods, materials and quality standards.
- Interprets specifications, drawings, plans, construction methods and procedures.
- Organises and directs site labour and the delivery of materials, plant and equipment needed for construction projects.
- Establishes detailed programs for the co-ordination of site activities.
- Sets up work control systems to ensure that standards of performance, quality, cost and safety are met.
- Administers contracts and verifies and certifies satisfactory completion.
- Consults with other engineers, architects, landscape architects and environmental scientists.
- Supervises the testing and commissioning of completed works.
- May schedule maintenance.
- May analyse and interpret reports on loading, labour, productivity, quality, materials and performance.
- May research, investigate and evaluate materials, processes or systems related to civil engineering works.
- May specialise in the design or construction of civil engineering works such as structural frames, water supply, sewerage and drainage projects, roads, railways, aerodromes, dams, bridges or harbours.

SPECIALISATIONS

Chief Civil Engineer
 Construction Engineer
 Municipal Engineer
 Structural Engineer
 Transport Engineer (Army)
 Water Supply Distribution Engineer

2211-11 ELECTRICAL ENGINEER

Designs, develops and supervises the manufacture, installation, operation and maintenance of equipment, machines and systems for the generation, distribution, utilisation and control of electric power.

SKILL LEVEL

Education: 4 year degree.

TASKS Include:

- Performs tasks covered by the generic title Engineer.
- Plans and designs the manufacture and installation of electric power equipment and facilities.
- Determines the type and arrangement of circuits, transformers, circuit-breakers, transmission lines and other equipment, on the basis of complex calculations.
- Develops products such as electric motors, components, equipment and appliances.
- Interprets specifications, drawings, standards and regulations relating to electric power equipment and use.
- Organises and manages resources used in the manufacture of electrical components, machines, appliances and equipment.
- Establishes delivery and installation schedules for machines, switchgear, cables and fittings.
- Supervises the operation and maintenance of power stations, transmission and distribution systems and industrial plants.
- May specialise in research in areas such as power generation and transmission systems, transformers, switchgear and electric motors, telemetry and control systems.

SPECIALISATIONS

Chief Electrical Engineer
Electrical Maintenance Engineer
Electrical Power Engineer

2211-13 ELECTRONICS ENGINEER

Designs, develops and supervises the manufacture, testing, installation, operation, maintenance and modification of electronic components, equipment and systems used for industrial control, communication, navigation, data processing and entertainment.

SKILL LEVEL

Education: 4 year degree.

TASKS Include:

- Performs tasks covered by the generic title Engineer.
- Designs circuits for electronic control systems and instrumentation.
- Develops test apparatus and devises procedures to evaluate circuits utilising ferro-electric, non-linear, dielectric, photoconductive and thermo-electric properties of materials.

- Determines the type and arrangement of circuit elements, transistors, integrated circuits, and other elements and processors, linking with line or radio transmission systems.
- Ensures that proper control and protection methods, and the desired level of reliability, are provided.
- Prepares and evaluates designs, specifications, estimates, tenders and contracts.
- Examines installations to ensure compliance with contract conditions.
- Establishes and monitors performance and safety standards, and procedures for modification, maintenance and repair.
- Analyses communication traffic and level of service, and determines the type of installation, location, layout and transmission medium.
- Develops methods to secure communication circuits against adverse electrical effects.
- May supervise the construction of prototype circuits.
- May supervise the manufacture of equipment and the layout, installation, testing, commissioning, operation and maintenance of communication systems.
- May specialise in research in areas such as telemetry and control systems, data processing equipment, radar, guidance and navigation systems, radio and other communications equipment.

SPECIALISATIONS

Chief Electronics Engineer
Communications Engineer
Computer Engineer
Process Control Engineer
Radio Engineer
Telecommunications Engineer

2213-11 MECHANICAL ENGINEER

Plans, designs, organises and oversees the assembly, erection, operation and maintenance of mechanical and process plant and installations.

SKILL LEVEL

Education: 4 year degree.

TASKS Include:

- Performs tasks covered by the generic title Engineer.
- Designs mechanical components.
- Organises and manages project labour and the delivery of materials, plant and equipment.
- Establishes detailed programs needed for the co-ordination of project activities.
- Sets up work control systems to ensure that standards of performance, quality, cost and safety are met.
- Administers contracts and verifies and certifies satisfactory completion.

- Supervises the functioning of manufacturing process plants such as coal handling installations, power station steam generating systems, and sewerage and water supply pumping stations.
- Sets up work control systems to ensure that standards are met.
- Supervises, with other engineers, the testing and commissioning of completed works.
- May specialise in research in areas such as utilisation of energy, materials handling, thermodynamic processes, fluid mechanics and environmental controls.

SPECIALISATIONS

Air-Conditioning Engineer
Chief Mechanical Engineer

2215-11 MINING ENGINEER (EXCEPT PETROLEUM)

Plans and directs the engineering aspects of extracting minerals from the earth.

SKILL LEVEL

Education: 4 year degree.

TASKS Include:

- Performs tasks covered by the generic title Engineer.
- Conducts preliminary surveys of mineral deposits, in collaboration with geologists or prospectors, to determine the feasibility of ore extraction.
- Determines the most suitable methods of ore extraction taking account of such factors as depth of overburden, and attitude and physical characteristics of deposits and surrounding strata.
- Prepares plans for tunnels and chambers, location and construction of mine shafts, layout of mine development, and the application of appropriate mining techniques.
- Selects the most efficient and economical underground materials handling equipment to transport material.
- Plans and co-ordinates the utilisation of labour and equipment consistent with efficiency, safety and environmental conditions.
- Prepares operation and project estimates and controls expenditure when mines come into production.
- Consults with geologists and other engineers on the design, selection and provision of machines, facilities and systems for mining, infrastructure such as access roads, water and power supplies, and protection or restoration of the environment.
- May establish first aid and emergency service facilities at mines.

SPECIALISATION

Chief Mining Engineer

2215-13 PETROLEUM ENGINEER

Studies and advises on petroleum and natural gas extraction engineering problems, and plans, organises and supervises the extraction of petroleum and natural gas.

SKILL LEVEL

Education: 4 year degree.

TASKS Include:

- Performs tasks covered by the generic title Engineer.
- Plans and conducts research and provides advice on engineering operations for the extraction of petroleum or natural gas.
- Plans locations for drilling.
- Decides on types of derrick and equipment, including sea-bed platforms.
- Devises methods of controlling the flow of oil or gas from wells.
- Compiles logs recording production from flowing wells.
- Prepares plans of engineering operations and cost estimates.
- Provides necessary safety procedures and facilities.
- Consults with geologists, geophysicists and other engineers on the location, design and development of extractive processes.

SPECIALISATIONS

Mud Engineer
Oil and Gas Drilling Engineer
Petrophysical Engineer

2217-11 EXTRACTIVE METALLURGIST
Primary Metallurgist

Controls and develops processes used in extracting metals from their ores or for refining metals.

SKILL LEVEL

Education: 4 year degree.

TASKS Include:

- Studies and applies chemical and process metallurgy techniques for extracting metals and alloys in commercial quantities by high temperature smelting or leaching precipitation.
- Co-ordinates the recovery of samples from various stages of processing for laboratory analysis and testing.
- Advises operations personnel on process changes required to obtain desired products and processes, and on quality control.
- Specifies temperature adjustments, charge mixtures and other processing variables to obtain pig iron, steel or other metals of specified quality.

- Investigates methods of improving metallurgical processes such as selective oxidation, reduction, electrolysis and distillation to extract aluminium, lead, copper, zinc, nickel and other non-ferrous metals from their ores.
- Prepares cost budgets of operations to evaluate the economic feasibility of processes.
- Supervises and co-ordinates the work of technicians and other workers in the extractive process.

SPECIALISATIONS

Hydrometallurgical Engineer

Studies the extraction of ores by leaching precipitation.

Pyrometallurgical Engineer

Studies the extraction of ores by high temperature smelting.

2217-13 PHYSICAL METALLURGIST

Industrial Metallurgist
Secondary Metallurgist

Researches, controls, develops and provides advice on processes for casting, alloying, heat treating or welding refined metals, alloys and other materials to produce commercial metal products and develop new alloys and processes.

SKILL LEVEL

Education: 4 year degree.

TASKS Include:

- Conducts studies of metals and alloys before and during processing to evaluate their properties.
- Examines metal processing techniques to ensure that quality is maintained, to improve processing or develop new techniques.
- Tests alloys to study their properties and check compliance with prescribed standards.
- Compiles, records and manipulates data from experiments and observations.
- Consults with engineers to develop economical manufacturing methods for alloys, to minimise air and water pollution and to set up inspection and testing procedures.
- Advises operations personnel on production techniques and quality control systems, and specifies temperatures, mixtures and other factors in the production process.
- Supervises and co-ordinates the work of technicians and other workers.
- Prepares cost estimates and budgets to evaluate the economic feasibility of production processes.
- May use techniques such as electron microscopy, x-ray diffraction and spectroscopic methods.

SPECIALISATIONS

Metallographer

Studies metals and alloys using visual and photographic techniques.

Radiological Metallurgist

Studies metals and alloys using x-ray techniques.

Quality Control Metallurgist

2217-15 MATERIALS ENGINEER

Metallurgical Engineer

Investigates the properties of metals, ceramics, polymers and other materials and develops and assesses their commercial and engineering applications.

SKILL LEVEL

Education: 4 year degree.

TASKS Include:

- Performs tasks covered by the generic title Engineer.
- Studies the structure and properties of metals and materials such as ceramics, plastics, composite materials and rubbers.
- Investigates methods for shaping and fabricating materials, and designs techniques for their utilisation.
- Studies methods for joining diverse materials, and develops and evaluates new materials.
- Establishes procedures and methods to protect materials against deterioration and to evaluate their durability.
- Evaluates the feasibility of production methods.
- Produces reports on nature, uses and usefulness of materials.
- Advises on manufacturing techniques, the uses of materials and required quality control systems.
- Supervises the technical aspects of materials utilization.

SPECIALISATIONS

Ceramics Engineer

Polymer Engineer

2217-17 MATERIALS SCIENTIST

Studies the properties and uses of non-metallic materials and advises on the technical aspects of their manufacture and processing.

SKILL LEVEL

Education: 4 year degree.

TASKS Include:

- Studies the properties of non-metallic materials such as ceramics, polymer and plastics, composite materials and rubbers.
- Manages and performs laboratory investigations, testing and evaluations of materials and products.
- Plans and undertakes experimental production of non-metallic materials.
- Determines criteria for the selection of non-metallic materials, and establishes the requirements for protection against deterioration.
- Consults with other scientists and engineers on the development and production of non-metallic materials.

SPECIALISATIONS

Ceramics Scientist
Polymer Scientist

2219-11 AERONAUTICAL ENGINEER

Performs and supervises engineering work concerned with the design, development, manufacture, maintenance and modification of aircraft for flight.

SKILL LEVEL

Education: 4 year degree.

TASKS Include:

- Performs tasks covered by the generic title Engineer.
- Designs aircraft, aircraft components and support equipment.
- Examines aircraft controls, stability and other characteristics in laboratory or flight conditions.
- Analyses and solves problems arising from experiments to ensure that aircraft are capable of meeting operational conditions.
- Studies airframes under stress conditions.
- Supervises the assembly of airframes and the installation of engines, instruments and other equipment.
- Evaluates test flights to ensure aircraft conform to specifications and safety standards.
- Authorises modifications, repairs and maintenance.
- Consults with other engineers and flight personnel.
- May conduct research into aeronautical engineering.

SPECIALISATION

Air Safety Engineer

2219-13 AGRICULTURAL ENGINEER

Performs and supervises engineering work related to the use and development of agricultural land, buildings, machinery and equipment.

SKILL LEVEL

Education: 4 year degree.

TASKS Include:

- Performs tasks covered by the generic title Engineer.
- Plans and supervises the construction of irrigation, drainage, flood and water control systems.
- Designs, develops and supervises the manufacture of agricultural machinery and equipment.
- Determines layouts and supervises the construction of farm buildings, crop processing plant, processing equipment and systems for animals and animal products.

- Confers with other engineers and Agricultural Extension Officers.
- May carry out research into agricultural engineering problems.

2219-15 NAVAL ARCHITECT

Performs and supervises engineering work concerned with the design, construction and repair of marine vessels and floating structures.

SKILL LEVEL

Education: 4 year degree.

TASKS Include:

- Performs tasks covered by the generic title Engineer.
- Consults with owners, shipping organisations and oceanographic research institutes to prepare preliminary ship designs, and capital and lifetime cost estimates.
- Carries out studies to determine optimum vessel weight and to ensure that proposed designs meet performance and cost requirements, and establishes operational constraints and alternatives.
- Directs the preparation of detailed ship designs, and of drawings, specifications and building contracts, co-ordinating the input of other engineers.
- Obtains plan approvals.
- Exercises overall supervision of ships during construction either as the owner's representative or shipbuilder's superintendent.
- Devises, supervises and evaluates trials of ships.
- Organises repairs and modifications to vessels.

2219-17 INDUSTRIAL ENGINEER

Plans, organises and supervises the operations of industrial facilities to promote economic, safe and effective use of physical and human resources.

SKILL LEVEL

Education: 4 year degree.

TASKS Include:

- Performs tasks covered by the generic title Engineer.
- Plans and designs production sequences and methods and prepares production masterplans.
- Selects and develops manufacturing processes using new or existing machinery and equipment.
- Develops optimum work flow patterns, procedures and layouts.
- Introduces or recommends changes in methods, work procedures, equipment utilisation, safety precautions and organisation of labour.

PROFESSIONALS

MAJOR GROUP 2

- Plans and supervises work measurement and methods studies, evaluates the results and establishes performance standards.
- Evaluates the performance of machines and equipment and determines replacement and modification needs.
- Assesses the economic feasibility of facilities, processes or techniques.

SPECIALISATIONS

Methods Engineer
Safety Engineer

RELATED OCCUPATION

Occupation 2799-15 Organisation and Methods Analyst

2219-99 ENGINEERS NEC

This residual grouping covers Engineers not elsewhere classified.

SKILL LEVEL

Education: 4 year degree.

SPECIALISATIONS

Military Armament Engineer
Military Instrument Engineer
Product Design Engineer

2301-11 GENERAL MEDICAL PRACTITIONER

Diagnoses, treats and prevents human physical and mental disorders and injuries.

SKILL LEVEL

Education: 5-6 year degree plus 1 year internship.

Registration/Licensing: Required with State or Territory Medical Board.

TASKS Include:

- Examines and questions patients as initial step to determining nature of disorder or illness.
- Records patients' medical information.
- Orders and performs laboratory tests, x-rays and other diagnostic procedures and analyses findings to make diagnoses.
- Prescribes and administers treatments and drugs including physiotherapy and other remedial treatments.
- Inoculates patients to prevent communicable diseases.
- Advises patients on diet, exercise and other health habits as aids in the prevention and treatment of diseases and disorders.
- Provides pre and post-natal care, and delivers babies.
- Reports births, deaths and specified contagious diseases to governmental authorities.

- Refers patients to medical specialists and passes and receives medical information to or from specialists.
- May arrange for the admission of patients to hospitals.
- May perform surgery.
- May conduct physical examinations for pre-employment, insurance or other purposes.

2303-11 ANAESTHETIST

Administers anaesthetics to prevent pain, and maintains major bodily functions throughout surgical and post-operative procedures.

SKILL LEVEL

Education: 5-6 year degree plus 1 year internship.

On-the-Job Training: 6 years hospital-based specialist training and study.

Registration/Licensing: Required with State or Territory Medical Board.

TASKS Include:

- Examines patients to determine appropriate anaesthetic and sedation in concurrence with attending physician and surgeon.
- Administers inhalation, intravenous, spinal and other anaesthetics.
- Takes remedial action to counteract adverse reactions or complications.
- Monitors patients throughout surgical procedures and in immediate post-operative periods.
- Records details of anaesthetic and sedation administered, and conditions of patients before, during and after anaesthesia.
- Liaises with other health care workers to provide diagnosis and treatment for patients with chronic pain.
- Works with other members of health care teams to diagnose and treat patients requiring intensive care or resuscitation.

2303-13 CARDIOLOGIST

Provides diagnostic, treatment and preventive medical services related to human heart diseases.

SKILL LEVEL

Education: 5-6 year degree plus 1 year internship.

On-the-Job Training: 6-10 years hospital-based specialist training and study.

Registration/Licensing: Required with State or Territory Medical Board.

TASKS Include:

- Receives patients referred by other registered medical practitioners.

MAJOR GROUP 2

PROFESSIONALS

- Diagnoses and investigates the condition of patients with heart complaints using special equipment such as electro-cardiographs.
- Maintains close liaison with other personnel caring for patients, including other medical practitioners, to ensure optimal treatment.
- Monitors the condition of patients to determine the most appropriate and effective treatment and need for surgery.
- May use techniques such as pacemaker-insertion during treatment.
- May obtain electro-cardiograms with assistance from cardiology technicians.

2303-15 OBSTETRICIAN AND GYNAECOLOGIST

Provides diagnostic, treatment and preventive medical services related to human diseases and disorders of the female reproductive system (gynaecology) and in the care of women during pregnancy and after childbirth (obstetrics).

SKILL LEVEL

Education: 5-6 year degree plus 1 year internship.

On-the-Job Training: 4-6 years hospital-based specialist training and study.

Registration/Licensing: Required with State or Territory Medical Board.

TASKS Include:

- Examines patients, and takes samples of blood and tissue for analysis in laboratories.
- Prescribes medication, suggests methods of improving feminine hygiene, and determines need for gynaecological surgery.
- Provides supporting therapy and preparation for childbirth and lactation during the course of patients' pregnancies.
- Regularly examines blood pressure and urine.
- Monitors developing foetus and gives advice on nutrition and exercise.
- Treats complications such as hypertension, pre-eclampsia, infection, depression or threatened abortion.
- Ensures during and after childbirth that no complications are present.
- Consults Paediatricians if babies have abnormalities or complications.
- Discusses and prescribes contraceptive methods.
- Arranges for follow-up care for babies by family practitioners or at child health clinics.
- Participates in teaching programs involving sex education, family planning and prevention of venereal diseases.

2303-17 OPHTHALMOLOGIST

Diagnoses and treats human diseases, injuries and deficiencies of the eye and associated structures.

SKILL LEVEL

Education: 5-6 year degree plus 1 year internship.

On-the-Job Training: 4-6 years hospital-based specialist training and study.

Registration/Licensing: Required with State or Territory Medical Board.

TASKS Include:

- Examines patients for symptoms indicative of organic and congenital eye disorders.
- Performs tests to determine vision loss and nature and extent of injuries, diseases or disorders.
- Instructs patients in remedial eye exercises.
- Prescribes and administers medications and writes prescriptions for corrective optical appliances.
- May supervise the work of Orthoptists.

RELATED OCCUPATIONS

Unit Group 2311 Optometrists

Occupation 2399-15 Orthoptist

2303-19 ORTHOPAEDIC SPECIALIST Orthopaedic Surgeon

Provides diagnostic, treatment and preventive medical services related to human diseases, abnormalities and injuries involving the limbs and spine.

SKILL LEVEL

Education: 5-6 year degree plus 1 year internship.

On-the-Job Training: 4-6 years hospital-based specialist training and study.

Registration/Licensing: Required with State or Territory Medical Board.

TASKS Include:

- Examines patients and orders x-rays and other diagnostic tests.
- Assesses the nature of disorders using results of tests and x-rays.
- Arranges for the admission of patients to hospital and the scheduling of operations and operating teams.
- Operates on patients using specialised surgical procedures including the fitting of complex prostheses for damaged bones and joints.
- Provides medical and surgical treatment, usually of a corrective nature, to infants and older children with congenital abnormalities.
- Prescribes comprehensive programs of rehabilitation for patients involving General Medical Practitioners and Physiotherapists.
- May provide accident services for emergency admissions.

2303-21 PSYCHIATRIST

Diagnoses and treats human mental, emotional and behavioural disorders.

SKILL LEVEL

Education: 5-6 year degree plus 1 year internship.

On-the-Job Training: 5 years hospital-based specialist training and study.

Registration/Licensing: Required with State or Territory Medical Board.

TASKS Include:

- Discusses mental and physical problems with patients to determine the nature and extent of mental, emotional or behavioural disorders.
- Studies patients' medical and mental histories as obtained from patients, relatives, social workers, other medical practitioners and other sources.
- Examines patients to determine general physical condition.
- Orders laboratory tests, skull x-rays, psychological assessment tests and other diagnostic procedures.
- Correlates the results of tests and examinations to determine the most appropriate forms of treatment.
- Prescribes and administers medication, psychotherapy, or other treatment and rehabilitation programs, and arranges admission to hospitals.

RELATED OCCUPATIONS

Unit Group 2903 Psychologists

2303-23 RADIOLOGIST

Diagnoses and treats diseases of the human body using radiant energies such as x-rays, ultrasound, gamma rays and radiowaves.

SKILL LEVEL

Education: 5-6 year degree plus 1 year internship.

On-the-Job Training: 5 years hospital-based specialist training and study.

Registration/Licensing: Required with State or Territory Medical Board.

TASKS Include:

- Examines internal structures and functions of organ systems using x-rays (with or without the aid of introduced radio-opaque substances) and other radiant energies such as ultrasound, radiowaves and gamma rays.
- Interprets images and takes account of other examinations and tests to make diagnoses.
- Treats benign and malignant internal and external tumours by exposure to radiation from x-rays, high-energy sources and natural and man-made radio-isotopes.
- Writes reports to accompany photographic records for use by other medical practitioners.

SPECIALISATIONS**Diagnostic Radiologist**

Specialises in diagnosis by performance and interpretation of medical imaging tests.

Radiation Oncologist

Specialises in radiotherapy treatment of patients suffering from cancerous diseases.

Nuclear Medicine Specialist**Therapeutic Radiologist****RELATED OCCUPATIONS**

Unit Group 2321 Radiographers

2303-25 PAEDIATRICIAN

Provides specialist medical services to children from birth up to and including adolescence.

SKILL LEVEL

Education: 5-6 year degree plus 1 year internship.

On-the-Job Training: 4-6 years hospital-based specialist training and study.

Registration/Licensing: Required with State or Territory Medical Board.

TASKS Include:

- Treats, manages and prevents medical and developmental disorders in children, whether of organic, emotional or social origin.
- Examines patients to determine the presence of disorders and the need for treatment.
- Advises parents about preventive health practices and suitability of children's diets to optimise physical and mental development.
- Promotes positive health in childhood.
- Immunises children against communicable diseases, especially childhood illnesses such as whooping cough and diphtheria.
- May practise as a general paediatrician or may specialise in areas such as paediatric surgery, paediatric cardiology or paediatric neurology.

2303-27 THORACIC SPECIALIST

Diagnoses and treats conditions affecting mainly the human respiratory system and their consequent effects on the heart and the great blood vessels.

SKILL LEVEL

Education: 5-6 year degree plus 1 year internship.

On-the-Job Training: 4-6 years hospital-based specialist training and study.

Registration/Licensing: Required with State or Territory Medical Board.

MAJOR GROUP 2

PROFESSIONALS

TASKS Include:

- Discusses the extent and nature of respiratory problems with patients.
- Examines patients and conducts allergic, immunological, physiological, bacteriological, radiographic and endoscopic studies and other physiological tests to assist diagnosis.
- Prescribes drugs and programs of physiotherapy and rehabilitation for patients suffering chronic lung disease, and those recovering from thoracic surgery.
- Investigates the causes of diseases by examining patients' medical records and family histories of respiratory problems.
- Monitors the effectiveness of treatment by use of equipment such as spirometers.

SPECIALISATION

Cardio-vascular Specialist

2303-29 DERMATOLOGIST

Provides diagnostic, treatment and preventive medical services related to human skin disorders.

SKILL LEVEL

Education: 5-6 year degree plus 1 year internship.

On-the-Job Training: 4-6 years hospital-based specialist training and study.

Registration/Licensing: Required with State or Territory Medical Board.

TASKS Include:

- Diagnoses and treats skin disorders including infections, neoplastic and parasitic conditions.
- Diagnoses allergic skin conditions which may be brought about by inhalation or contact with substances to which individuals are sensitive.
- Makes microscopic and macroscopic examinations, skin sensitivity tests and bacteriological cultures.
- Advises patients about the treatment and care of skin to prevent or minimise irritation and inflammation.
- Prescribes and administers treatments and medications, and monitors their effectiveness.
- Surgically excises cutaneous malignancies and other growths.

2303-31 OTORHINOLARYNGOLOGIST

Ear, Nose and Throat Specialist

Provides diagnostic, treatment and preventive medical services for human diseases and disorders of the ear, nose, throat, pharynx and trachea, and in some cases head and neck.

SKILL LEVEL

Education: 5-6 year degree plus 1 year internship.

On-the-Job Training: 4-6 years hospital-based specialist training and study.

Registration/Licensing: Required with State or Territory Medical Board.

TASKS Include:

- Examines affected organs, using equipment such as audiometers and nasoscopes.
- Determines the nature and extent of disorders, and decides appropriate forms of treatment.
- Performs tests to determine loss of hearing due to aural or other injury, and speech loss due to disease or injury to the larynx.
- Prepares patients for surgical procedures such as tonsillectomy and adenoidectomy.
- Arranges for the admission of patients to hospitals and the scheduling of operations and operating teams.
- May undertake microsurgery on the ear, rhinoplastic surgery of the head and neck, and special therapy.
- May perform sinus and nasal surgery.

2303-33 UROLOGIST

Provides diagnostic, treatment and preventive medical services for conditions affecting the human urogenital tract.

SKILL LEVEL

Education: 5-6 year degree plus 1 year internship.

On-the-Job Training: 4-6 years hospital-based study and specialist training.

Registration/Licensing: Required with State or Territory Medical Board.

TASKS Include:

- Examines patients to determine the nature and extent of problems affecting the urinary system in the female and the genito-urinary system in the male.
- Treats patients using diathermy machines, catheters, cystoscopes and similar equipment.
- Arranges for the admission of patients to hospitals and the scheduling of operations and operating teams.
- Undertakes surgery related to the urogenital tract.

2303-35 SURGEON

Performs surgery to correct deformities, repair injuries, prevent and treat diseases and improve human body functions.

SKILL LEVEL

Education: 5-6 year degree plus 1 year internship.

On-the-Job Training: 6-8 years hospital-based specialist training and study.

Registration/Licensing: Required with State or Territory Medical Board.

TASKS Include:

- Examines patients to determine necessity of operations, estimate risks to patients and select the best operational procedures.
- Reviews reports of patients' general physical condition, reactions to medications and medical histories.
- Gives instructions regarding preparation of patients, and instruments and equipment requirements.
- Consults with anaesthetists.
- Examines instruments, equipment and surgical set up to ensure that antiseptic and aseptic methods are followed.
- Performs operations using surgical instruments.
- Prescribes post-operative care and periodically observes and investigates patients' progress.
- Maintains records of operations performed.

SPECIALISATIONS**Cardiothoracic Surgeon**

Specialises in surgery to repair injuries, prevent disease and improve heart and lung function.

Neurosurgeon

Specialises in surgery to treat disorders or organic diseases of the nervous system.

Ophthalmic Surgeon

Specialises in surgical treatment to correct injuries and diseases of the eye and associated structures.

Otorhinolaryngological Surgeon

Specialises in surgery of the ear, nose and throat.

Paediatric Surgeon

Specialises in surgery on children including those with neonatal surgical conditions and congenital malformations.

Plastic and Reconstructive Surgeon

Specialises in surgery to improve the appearance or function of the exposed parts of the body that are defective, deformed or damaged.

Surgical Oncologist

Treats cancer by use of surgery.

2303-37 PATHOLOGIST

Uses laboratory procedures to identify and diagnose the presence and stages of diseases and possible sources of infection in body tissues, fluids, secretions and other specimens.

SKILL LEVEL

Education: 5-6 year degree plus 1 year internship.

On-the-Job Training: 4-6 years post graduate specialist training and study.

Registration/Licensing: Required with State or Territory Medical Board.

TASKS Include:

- Studies the nature, cause, development and clinical management of diseases in people, and the structural and functional changes caused by them.
- Prepares, or supervises the preparation of, tissue sections from surgical and diagnostic cases and autopsies.

- Examines tissues using scientific techniques and equipment to determine the nature, cause and progress of disease.
- Performs autopsies to determine causes of death, the nature and extent of disease and injury, and the effect of treatment.
- Supervises and co-ordinates the work of technical officers and technicians.
- Writes reports of findings for use by other medical practitioners and Coroners.
- May direct the activities of pathology departments in hospitals, private clinics or coroners' offices.

SPECIALISATIONS**Blood Transfusionist****Clinical Biochemist****Clinical Microbiologist****Haematologist****Histopathologist****Immunologist****2303-39 SPECIALIST IN REHABILITATION MEDICINE**

Assesses disabilities and handicaps arising from human physical impairment and advises on psycho-social adjustments to optimise patients' physical recovery and settlement back into society.

SKILL LEVEL

Education: 5-6 year degree plus 1 year internship.

On-the-Job Training: 6 years post graduate specialist training and study.

Registration/Licensing: Required with State or Territory Medical Board.

TASKS Include:

- Studies the structural and functional characteristics of patients such as their mobility, self-care and psychological responses and the social consequences associated with loss of function.
- Provides assessment at the onset of disability and at appropriate intervals.
- Plans treatment programs and periodically reviews their effectiveness in terms of goals achieved.
- May act as consultants to other medical practitioners.
- May direct specialist medical rehabilitation facilities.

SPECIALISATIONS**Orthopaedic Rehabilitation Specialist****Prosthetics and Orthotics Rehabilitation Specialist****Spinal Injuries Rehabilitation Specialist****Vocational Rehabilitation Specialist**

2303-41 SPECIALIST PHYSICIAN

Investigates and diagnoses internal human disorders and diseases, and administers treatment.

SKILL LEVEL

Education: 5-6 year degree plus 1 year internship.

On-the-Job Training: 6 years hospital-based specialist training and study.

Registration/Licensing: Required with State or Territory Medical Board.

TASKS Include:

- Examines patients to determine the nature and extent of problems.
- Records patients' medical information.
- Orders and performs laboratory tests, x-rays and other diagnostic procedures and analyses findings to make diagnoses.
- Prescribes and administers drugs and remedial treatments.
- Reports specified contagious diseases to governmental authorities.
- May consult other specialists during treatment.

SPECIALISATION**Infectious Diseases Specialist**

Diagnoses, treats and prevents infectious diseases caused by micro-organisms such as viruses, bacteria, fungi and parasites.

2303-99 SPECIALIST MEDICAL PRACTITIONERS NEC

This residual grouping covers Specialist Medical Practitioners not elsewhere classified.

SKILL LEVEL

Education: 5-6 year degree plus 1 year internship.

On-the-Job Training: 4-6 years post graduate specialist training and study.

Registration/Licensing: Required with State or Territory Medical Board.

SPECIALISATIONS**Clinical Pharmacologist**

Studies and advises on the action of drugs on the body.

Gastroenterologist

Provides diagnosis, treatment and preventative medical services for diseases related to the digestive system and liver.

Geriatrician

Provides medical services to promote the health and welfare of elderly people.

Medical Oncologist

Studies and treats cancers using cytotoxic drugs.

Renal Specialist**Nephrologist**

Diagnoses, treats and prevents kidney disease.

Neurologist

Specialises in the study of injuries and diseases affecting the brain, spinal cord, peripheral nervous system and muscle tissue.

Occupational Medicine Specialist

Advises on all aspects of the relationship between work and health, and designs and implements preventive policies and programs for health and safety.

Rheumatologist

Provides preventive medical services and diagnostic treatment for disease marked by inflammation and pain in joints, muscles or fibrous tissue, often identified as rheumatoid arthritis.

Clinical Allergist**Clinical Endocrinologist****Industrial Medicine Specialist****2305-11 DENTIST**

Diagnoses and treats diseases, injuries and abnormalities of teeth, gums and related oral structures, and prescribes and administers restorative and preventive procedures.

SKILL LEVEL

Education: 5 year degree.

Registration/Licensing: Required with State or Territory Dental Board.

TASKS Include:

- Examines teeth, gums and other tissues using dental equipment and x-rays.
- Diagnoses dental conditions and plans treatment.
- Administers local and general anaesthetics.
- Fills cavities with restorative materials.
- Constructs inlays and artificial crowns to replace portions of teeth.
- Designs, constructs and fits complete and partial dentures, bridge work, orthodontic and other appliances and may delegate technical construction phases to Dental Technicians.
- Advises patients on oral hygiene.
- May refer patients to dental specialists and medical practitioners for further examination and treatment.
- May direct the work of Dental Hygienists, Dental Therapists, Dental Nurses and Dental Technicians.

2305-13 DENTAL SPECIALIST

Diagnoses and treats diseases, injuries, irregularities and malformations of teeth and associated structures in the mouth and jaw using surgery or other specialist techniques.

SKILL LEVEL

Education: 5 year degree.

Previous Experience: 2 years as a dentist.

On-the-Job Training: 4 years specialist training and study.

Registration/Licensing: Required with State or Territory Dental Board.

TASKS Include:

- Receives referrals from dentists and medical practitioners.
- Examines patients and conducts x-ray examinations or special tests.
- Makes diagnoses on the basis of examinations and tests.
- Undertakes, or arranges for, appropriate treatment.
- Supervises patients' progress after treatment.

SPECIALISATIONS

Endodontist

Specialises in the diagnosis and treatment of diseases of nerve, pulp and root canal of teeth and related structures.

Oral Pathologist

Specialises in the diagnosis of general and specific diseases with manifestations within and around the mouth.

Oral Surgeon

Specialises in performing surgery related to injuries, diseases, malformations and deficiencies of the mouth, jaw and related tissues.

Orthodontist

Specialises in the diagnosis and correction of abnormalities in growth development and position of teeth and other dento-facial structures.

Paedodontist

Specialises in the diagnosis and treatment of injuries, diseases and malformations of the mouth in children.

Periodontist

Specialises in the diagnosis and treatment of disorders and diseases affecting gums and other tissues surrounding teeth.

Prosthodontist

Specialises in the replacement of missing teeth and associated structures with dental prostheses to improve speech, mastication and appearance.

2307-11 HOSPITAL PHARMACIST

Compounds and dispenses drugs and medicines in hospitals.

SKILL LEVEL

Education: 3-4 year degree plus 1 year registration.

Registration/Licensing: Required with State or Territory Pharmacy Board.

TASKS Include:

- Reviews prescriptions to ensure that correct doses have been prescribed, and that the drugs prescribed are compatible.
- Prepares pharmaceuticals to fill prescriptions using physical and chemical procedures.
- Prepares and sterilises medicines for injections.
- Packages and labels prepared compounds.
- Maintains inventories of pharmaceuticals issued and returned.
- Maintains control records of narcotics, poisons, habit forming drugs and prescription files.
- Advises medical practitioners on drug incompatibility and contra-indications.

- Maintains stocks and orders supplies of drugs and medicines.

2307-13 INDUSTRIAL PHARMACIST

Undertakes research, testing and analysis related to the development, production, storage, quality control and distribution of drugs and related supplies.

SKILL LEVEL

Education: 3-4 year degree plus 1 year registration.

Registration/Licensing: Required with State or Territory Pharmacy Board.

TASKS Include:

- Conducts research to develop or improve pharmaceuticals, cosmetics and other chemical products.
- Confers with chemists, engineers and other professional workers about manufacturing techniques and ingredients.
- Assists with design, development and testing of production equipment.
- Develops legally recognised standards for drugs used in pharmaceuticals.
- Tests and analyses drugs to determine their identity, purity and strength in relation to specified standards.
- Determines most suitable packaging for medicinal substances to avoid deterioration and facilitate distribution.
- Sets up and supervises sterile production and packaging areas.
- Evaluates and advises on government controls for the use, packaging and advertising of pharmaceutical products.
- Supervises and co-ordinates the work of technical officers and technicians.

2307-15 RETAIL PHARMACIST

Community Pharmacist

Compounds and dispenses prescribed pharmaceuticals and sells non-prescription medicines and related goods.

SKILL LEVEL

Education: 3-4 year degree plus 1 year registration.

Registration/Licensing: Required with State or Territory Pharmacy Board.

TASKS Include:

- Prepares or supervises the preparation of liquid medicines, ointments, powders, tablets and other medications.
- Checks prescriptions for correct dosage and for drug interactions and incompatibilities.
- Compounds prescribed medicines, and packages and labels them.
- Stores and preserves vaccines, serums and other drugs subject to deterioration.

- Dispenses medical and surgical products as prescribed.
- Records prescriptions dispensed, and the issue of poisons, narcotics and other restricted drugs.
- Provides advice and information on the use and effects of medications.
- Sells non-prescription drugs, sick-room supplies, toiletries, cosmetics and related commercial products.

2309-11 OCCUPATIONAL THERAPIST

Provides assessment and therapeutic programs to people whose abilities to cope with essential activities of life are threatened or impaired by the ageing process, developmental, neurological or physical injury or illness, or psychological or social disability.

SKILL LEVEL

Education: 3 1/2 year degree.

Registration/Licensing: Required with State or Territory Board.

TASKS Include:

- Conducts tests to evaluate and assess emotional, psychological, developmental and physical capabilities.
- Plans and directs programs through the use of vocational, recreational, remedial, social and educational activities.
- Conducts treatment programs on an individual or group basis.
- Trains handicapped persons in self-care and daily living activities.
- Assesses patients' vocational potential and provides work-adjustment training and work experience.
- Participates in testing and training of patients with perceptual motor problems.
- Trains children with learning or developmental disabilities.
- Records patients' activities, responses and progress.

2311-11 OPTOMETRIST

Performs eye examinations and vision tests to determine the presence of visual, ocular and other abnormalities, and prescribes lenses, other optical aids or therapy.

SKILL LEVEL

Education: 4 year degree.

Registration/Licensing: Required with State or Territory Board.

TASKS Include:

- Examines patients' eyes and sets visual tests to determine the nature and extent of vision problems and abnormalities.
- Prescribes and dispenses lenses, contact lenses and low vision aids to be made by optical mechanics, and checks their suitability and comfort.

- Advises patients on eye exercises to correct defective eye muscles and on lighting and visual habits.
- Refers patients with evidence of eye disease to other health care practitioners and receives referrals from these.
- Provides advice in fields related to vision such as contact lens care, vision-care of the elderly, optics, visual ergonomics, occupational and industrial eye safety and research.

RELATED OCCUPATIONS

Occupation 2303-17 Ophthalmologist

Occupation 2303-35 specialisation, Ophthalmic Surgeon

Occupation 2399-15 Orthoptist

optician

2313-11 PHYSIOTHERAPIST

Assesses, prevents and treats disorders in human movement caused by injury or disease.

SKILL LEVEL

Education: 3- 4 year degree.

Registration/Licensing: Required with State or Territory Board.

TASKS Include:

- Administers muscle, nerve, joint and functional ability tests to identify and assess physical problems of patients.
- Treats patients to reduce pain, improve circulation, strengthen muscles, improve cardio-thoracic, cardiovascular and respiratory functions, restore joint mobility, improve balance and co-ordination.
- Trains or retrains patients to perform the activities of normal living.
- Instructs patients and their families in procedures to be continued at home.
- Uses the therapeutic properties of exercise, heat, cold, massage, manipulation, hydrotherapy, electrotherapy, ultrasound and ultraviolet and infra-red light in the treatment of patients.
- Records treatments given and patients' responses and progress.
- May accept referrals from medical practitioners and other health care professionals.
- May refer patients to medical practitioners or other health care professionals.

RELATED OCCUPATIONS

Occupation 2309-11 Occupational Therapist

Occupation 2317-11 Chiropractor

2315-11 SPEECH PATHOLOGIST

Speech Therapist

Diagnoses and treats speech, language and voice disorders.

SKILL LEVEL

Education: 3- 4 year degree.

Registration/Licensing: Required with State or Territory authority.

TASKS Include:

- Administers tests, and observes patients, to determine the nature and extent of disorders.
- Plans and conducts remedial exercises and programs to correct stuttering, abnormal articulation and other speech disorders.
- Advises parents and medical practitioners on treatment for children slow in learning to speak.
- Provides speech training for patients with communication problems caused by defective hearing, cerebral palsy, surgery or injury.
- Plans individual or group therapy in rehabilitation of patients with communication disorders.
- Counsels and guides language handicapped people, their teachers and employers.
- May act as a consultant to education, medical, dental and other professional groups.
- May conduct research related to the development of diagnostic techniques or the design of related apparatus.
- May accept referrals from medical practitioners .
- May refer patients to medical practitioners.

2317-11 CHIROPRACTOR

Diagnoses, treats and provides preventive advice on physiological and mechanical disorders of the human locomotor system, particularly neuro-muscular skeletal disorders.

SKILL LEVEL

Education: 4 year degree.

Registration/Licensing: Required with State or Territory authority.

TASKS Include:

- Assesses disorders by discussion, observation and examination of patients.
- Uses diagnostic equipment such as electrocardiography, x-rays and spinal analysis.
- Treats patients by adjustment of the spinal column by hand to manipulate the peripheral joints and the soft tissues.
- Reduces physical interference to the nervous system which may cause pain, impairment of normal function or lowered resistance to disease.
- Prescribes treatment to be followed including preventive and corrective exercise and diet.

2317-13 OSTEOPATH

Diagnoses, treats and provides preventive advice on physiological and mechanical disorders of the human locomotor system.

SKILL LEVEL

Education: 4 year degree.

Registration/Licensing: Required with State or Territory authority.

TASKS Include:

- Assesses disorders by discussion, observation and examination of patients and analysis of x-rays and pathological tests.
- Treats patients primarily by the application of precise manual therapy to the disordered body framework to restore normal mechanical function and prevent further mechanical disorder and disease processes associated with mechanical disfunction.
- Prescribes treatment regimes including rehabilitation and preventive exercises, advice on diet, nutrition and life-style.

2319-11 PODIATRIST

Chiropodist

Diagnoses and treats ailments and abnormal conditions of the human foot, using medical and minor surgical procedures and electrical, mechanical or manual methods.

SKILL LEVEL

Education: 3 year degree or diploma.

Registration/Licensing: Required with State or Territory authority.

TASKS Include:

- Examines patients feet to determine the nature and extent of conditions such as corns, callouses, bunions, ingrown toenails, foot infections, and deformities such as flat feet, foot imbalance and injury.
- Examines and treats other foot disabilities of paralysis, ulceration and malfunction caused by diseases such as diabetes, peripheral vascular disorders, rheumatoid arthritis and neuropathies.
- Prescribes and arranges the fabrication of footwear to correct foot disabilities.
- Performs minor surgery to remove or ameliorate abnormal conditions that fall within the accepted province of podiatry.
- Prescribes and fits replaceable pads, shields, corrective supports and other devices for the protection and correction of foot abnormalities.
- Advises patients about continued treatment and foot care to prevent recurrences.
- May provide rehabilitation services to the physically handicapped.
- May refer patients to medical practitioners.

2321-11 MEDICAL DIAGNOSTIC RADIOGRAPHER

Operates x-ray and other radiation generating and monitoring equipment to produce photographic records of tests for medical diagnostic purposes under the direction of Radiologists or other medical practitioners.

SKILL LEVEL

Education: 2-3 year diploma or associate diploma.

Registration/Licensing: Required with State or Territory authority.

TASKS Include:

- Performs tests on patients according to instructions from medical practitioners.
- Calculates details of procedures such as length and intensity of exposure to radiation and settings of recording equipment.
- Explains procedures to patients.
- Positions patients, screens and equipment to carry out procedures.
- Produces electronic or photographic records of tests performed by equipment such as x-ray machines, radiation scanners and fluoroscopes for use by medical practitioners in the diagnosis of disease or injury.
- Prepares radioactive materials for use in radiation scanning.
- May assist surgeons by using radiographic equipment in operating theatres to produce immediate results.

2321-13 MEDICAL THERAPEUTIC RADIOGRAPHER

Operates x-ray and other radiation generating and monitoring equipment to administer radiation treatment for medical purposes under the direction of Radiologists or other medical practitioners.

SKILL LEVEL

Education: 2-3 year diploma or associate diploma.

Registration/Licensing: Required with State or Territory authority.

TASKS Include:

- Treats patients according to instructions from medical practitioners.
- Calculates details of procedures such as length and intensity of exposure to radiation, size and strength of dosage of isotopes and settings of recording equipment.
- Explains procedures to patients.
- Positions patients, screens and equipment to carry out procedures.
- Prepares radioactive materials for use in radiation treatments.

2321-15 NUCLEAR MEDICINE TECHNOLOGIST

Performs or assists in the performance of diagnostic examinations using radionuclides and radiopharmaceuticals, and administers radionuclides for therapeutic purposes under the direction of Nuclear Medicine Specialists or other specialist medical practitioners.

SKILL LEVEL

Education: 3-4 year degree or diploma.

Registration/Licensing: May be required with State or Territory authority.

TASKS Include:

- Performs laboratory procedures and practices, including blood and specimen collection, cell labelling, radio-immunoassays and quality control testing.
- Prepares radiopharmaceuticals for use in scintigraphic, laboratory or therapeutic procedures.
- Utilises computer systems to acquire, manipulate and process patient data, carry out quality controls and develop new programs.
- Receives, handles, stores and disposes of radionuclides in accordance with safety regulations.
- Operates nuclear instrumentation.
- Selects appropriate equipment to be used and positions patients.
- Conveys findings of procedures to medical practitioners.

2323-11 VETERINARIAN
Veterinary Surgeon

Diagnoses and treats, medically and surgically, animal diseases, ailments and injuries, and engages in activities to prevent the occurrence and spread of animal diseases.

SKILL LEVEL

Education: 5 year degree.

Registration/Licensing: Required with State or Territory authority.

TASKS Include:

- Determines the presence and nature of abnormal conditions by physical examination and by using diagnostic techniques including laboratory tests and x-ray examinations.
- Treats animals medically, administering drugs if required.
- Renders obstetrical services to animals.
- Performs surgery, dresses wounds and sets broken bones.
- Administers sedatives, analgesics or general or local anaesthetics.
- Inoculates animals against, and tests for, infectious diseases.
- Performs autopsies to determine causes of death.

- Advises clients on sanitary measures and on hygiene, feeding, breeding and care of animals.
- Notifies authorities of outbreaks of animal diseases.
- May provide professional services to commercial firms producing biological or pharmaceutical products.

2399-11 AUDIOLOGIST

Provides diagnostic evaluations and rehabilitative services related to human hearing defects.

SKILL LEVEL

Education: 3 year degree plus 1 year graduate diploma.

Registration/Licensing: Required with State or Territory authority.

TASKS Include:

- Administers audiometric tests and examinations to determine hearing efficiency.
- Co-ordinates audiometric test results with medical, social, behavioural and other diagnostic data.
- Evaluates total response pattern and acoustic tests to distinguish between organic and non-organic hearing loss.
- Plans, directs and participates in counselling, speech-reading and other rehabilitation programs.
- Prescribes hearing aids and instructs patients in their use.
- Records patients' conditions, treatments and progress.
- May conduct research into the physiology, pathology, physics and psychophysics of the auditory system.
- May design and develop clinical and research procedures and apparatus.

RELATED OCCUPATION

Occupation 3101-99 specialisation, Audiometrist

2399-13 DIETITIAN

Nutritionist

Plans and supervises diets and advises on and conducts programs concerning food, nutrition and health.

SKILL LEVEL

Education: 3 year degree plus a 1 year graduate diploma.

Registration/Licensing: Required with State or Territory Board.

TASKS Include:

- Confers with medical practitioners and other professional health workers to determine the nutritional needs of patients.
- Plans diets and menus, supervises the preparation and service of food, and evaluates acceptance.

- Plans special diets to meet the needs of patients with illnesses requiring controlled diets.
- Instructs patients, families and others on requirements and importance of prescribed and normal diets, and on planning and preparation of food.
- Plans, conducts and evaluates nutrition education programs, and compiles educational material.
- May conduct and evaluate dietary studies and participate in studies of diseases with nutritional component.
- May monitor patients' food intakes and quality of food to provide adequate nutritional care.
- May work in industry and advise on product development or redevelopment, marketing and sales strategies and provide food and nutrition information for staff, other professionals and the public.
- May provide nutrition counselling services for patients and act as consultants to private nursing homes and hospitals.
- May develop and administer food and nutrition policies for governments.

RELATED OCCUPATION

Occupation 2101-11 specialisation, Food Technologist

2399-15 ORTHOPTIST

Assists in the diagnosis and treatment of defects of binocular vision and ocular mobility in conjunction with Ophthalmologists.

SKILL LEVEL

Education: 3 year diploma.

Registration/Licensing: Required by State or Territory authority.

TASKS Include:

- Measures and assesses visual activity, focusing ability, movement of eyes and binocular functions, using special eye test equipment.
- Prescribes exercises to co-ordinate movement and focusing of eyes.
- Instructs and counsels patients in the use of corrective techniques.
- Records patients' conditions, treatments and progress.
- Conducts field testing such as glaucoma investigation and preventive screening.

RELATED OCCUPATIONS

Occupation 2303-17 Ophthalmologist

Unit Group 2311 Optometrists

2399-99 HEALTH DIAGNOSIS AND TREATMENT PRACTITIONERS NEC

This residual grouping covers Health Diagnosis and Treatment Practitioners not elsewhere classified.

SKILL LEVEL

Education: 3 year degree or diploma.

Registration/Licensing: Required by State or Territory authority.

SPECIALISATIONS**Acupuncturist****Chinese Medicine Specialist**

Treats a wide range of diseases including muscle and joint disorders and other health problems including smoking and other addictions, by inserting fine needles into the skin to stimulate the body's defence mechanisms.

Herballist

Uses plants such as garden herbs to make up remedies including teas, ointments, juices, baths and oils to treat common ailments such as insomnia, colds, cuts, abrasions and indigestion.

Homeopath

Treats diseases by administering minute doses of drugs that would produce in a healthy person symptoms similar to those of the disease to be treated.

Naturopath

Treats disease and practises preventive medicine by employing nutrition, herbalism, homoeopathy, iridology and remedial therapy without the use of drugs or surgery.

Orthotist

Designs, builds, fits and repairs braces, callipers and related appliances to compensate for physical defects.

Prosthetist

Designs, builds, fits and repairs artificial limbs (prostheses) to correct body defects.

2401-11 PRE-PRIMARY SCHOOL TEACHER

Early Childhood Teacher
Kindergarten Teacher
Pre-School Teacher

Introduces children to the rudiments of music, art and literature in pre-primary centres and promotes their physical, mental and social development.

SKILL LEVEL

Education: 3-4 year degree or diploma.

Registration/Licensing: May be required.

TASKS Include:

- Plans and structures learning environments indoors and outdoors using a variety of materials and equipment to facilitate children's development through play.
- Provides a variety of experiences and activities to develop motor skills, co-operative social skills, confidence and understanding.
- Promotes language development through story telling, role play, songs, rhymes and informal discussions held individually or within groups.
- Observes children to evaluate their progress and to detect signs of ill health or emotional disturbance.
- Observes nutritional health, welfare and safety needs of children and identifies disabilities which may impede children's progress.
- Discusses children's progress and problems with parents.
- Participates in parent/staff committees.

- May participate in community and family support programs.

- May supervise early childhood student teachers on placement.

SPECIALISATIONS**Kindergarten Director****Pre-School Director****2403-01 SENIOR TEACHER, INFANT-PRIMARY SCHOOL**

Co-ordinates and supervises teaching programs and teaches subjects within prescribed curriculums to primary school children.

SKILL LEVEL

Previous Experience: 3-5 years as an infant or primary school teacher.

Registration/Licensing: May be required.

TASKS Include:

- Develops curricula and prepares teaching programs for courses of study.
- Teaches literacy, numeracy, social science, creative expression and physical education skills to primary school children.
- Presents subject matter to classes through talks, demonstrations and audio-visual teaching aids.
- Guides discussions by children and supervises their work in class.
- Plans and organises field trips.
- Attends staff and parent/teacher meetings and other community activities.
- Participates in educational conferences and workshops.
- Maintains discipline in classrooms and other school areas.
- Assists with the practical training of student teachers.
- May discuss with education officers, matters relating to school functions, such as curriculum or staff development.
- May perform extra-curricular tasks such as assisting with sport, school concerts and special interest programs.
- May assist with the writing of submissions for innovations or special grants.

2403-11 PRIMARY SCHOOL TEACHER

Teaches, within prescribed curriculums, subjects and elements of social behaviour to children in primary schools.

SKILL LEVEL

Education: 3-4 year specialist degree or diploma, or 3 year degree plus 1 year graduate diploma.

Registration: May be required.

TASKS Include:

- Teaches literacy, numeracy, social science, creative expression and physical education skills to primary school children.
- Develops children's interests, abilities and co-ordination by way of creative activities.
- Prepares teaching programs for courses of study.
- Presents subject matter to classes through talks, demonstrations and audio-visual teaching aids.
- Guides discussions and supervises work in class.
- Tests and evaluates children for individual progress in written and oral work.
- Encourages personal development by assisting children to use and develop their capabilities.
- Helps children with adjustment problems.
- Discusses children's progress and problems with parents or school counsellors.
- Keeps attendance and class records.
- Maintains discipline in the classroom and other areas of the school.
- May perform extra-curricular tasks such as assisting with sport, school concerts, excursions and special interest programs.
- May attend parent/teacher activities.
- May supervise student teachers during their training.

SPECIALISATIONS

Infant School Teacher
Junior Primary School Teacher
Primary Teacher-Librarian

2405-01 SENIOR TEACHER, SECONDARY SCHOOL

Co-ordinates teaching in a particular subject area and teaches one or more subjects within prescribed curriculums in secondary schools.

SKILL LEVEL

Previous Experience: 5 years as a secondary school teacher.
Registration/Licensing: May be required.

TASKS Include:

- Administers a teaching department concerned with an area of specialisation.
- Co-ordinates teaching in one or more subjects such as literacy, numeracy, science, foreign languages or business studies.
- Teaches one or more subjects within the school curriculum.
- Maintains discipline in classrooms and other school areas.
- Consults with other teaching staff on curriculum or student performance.

- Participates in staff meetings, educational conferences, workshops and parent/teacher activities.
- May arrange for exhibitions of students' work in the school or in outside events.
- May perform extra-curricular activities such as assisting with sport and organising camping trips and excursions.
- May set examination papers or devise other assessment methods.
- May determine grading levels of examination scripts and moderate student results.

2405-11 SECONDARY SCHOOL TEACHER

Teaches one or more subjects within the school curriculum to students in a secondary school.

SKILL LEVEL

Education: 3-4 year specialist degree or diploma, or 3 year degree plus 1 year graduate diploma.
Registration/Licensing: May be required.

TASKS Include:

- Instructs students through the presentation of lesson material, discussions, workshop and laboratory sessions and the use of audio-visual aids.
- Prepares, administers and marks tests, projects and assignments to evaluate students' progress, and records the results.
- Discusses individual progress and problems with students and parents or seeks advice from student counsellors or senior teachers.
- Maintains discipline in classrooms and other school areas.
- Participates in staff meetings, educational conferences and workshops.
- May perform extra-curricular activities such as assisting with sport and organising camping trips and excursions.
- May attend parent/teacher activities and liaise with community and business groups.

SPECIALISATION

Secondary School Teacher-Librarian

2407-11 RESOURCE TEACHER

Remedial Teacher

Teaches students with particular learning difficulties, usually within primary or secondary schools.

SKILL LEVEL

Education: 1 year graduate diploma.
Previous Experience: 1-2 years as a teacher.
Registration/Licensing: May be required.

TASKS Include:

- Diagnoses and assesses learning difficulties in children in normal educational programs using a variety of observational, psychometric and other testing techniques.
- Provides assistance to regular classroom teachers in designing teaching programs.
- Plans, organises and implements special programs to provide remedial tuition, by teaching children individually or in small groups out of the regular classroom, or by assisting them within normal classroom settings.
- Provides advice concerning community services available to assist children with special difficulties.

SPECIALISATIONS

Educational Support Teacher
Integration Teacher

2407-13 TEACHER OF DISABLED OR GIFTED STUDENTS

Teaches children with developmental disabilities (intellectual, physical or behavioural), or gifted children, in special classes in regular schools or in special schools.

SKILL LEVEL

Education: 1 year graduate diploma.
Previous Experience: 2 years as a teacher.
Registration/Licensing: May be required.

TASKS Include:

- Teaches children in basic skills including independent living and cognitive, self-help and language skills, as well as academic skills in language, literacy and numeracy, physical education, art and craft, and music.
- Assesses children diagnostically, and designs curriculum programs.
- Works with parents in a variety of training programs.
- May work with gifted children.

SPECIALISATIONS

Teacher of the Hearing Impaired

Teaches children diagnosed as deaf or severely hearing impaired, usually in integrated settings in regular classrooms or in special language classes.

Assists with the integration of hearing impaired students into regular classrooms.

Teacher of the Visually Impaired

Teaches children diagnosed as blind or severely visually impaired, using aids such as braille writers, typewriters and optacons, and assists with the development of other senses.

Teacher of the Intellectually Disabled

**2407-99 SPECIAL EDUCATION TEACHERS
NEC**

This residual grouping covers Special Education Teachers not elsewhere classified.

SKILL LEVEL

Education: 1 year graduate diploma.
Previous Experience: 2 years as a teacher.
Registration/Licensing: May be required.

SPECIALISATIONS

Aboriginal Education Teacher
Teacher of English as a Second Language
Teacher of Multi-cultural Studies

2501-11 UNIVERSITY OR CAE LECTURER

Lectures students and conducts tutorials in one or more subjects, and carries out research in a particular field of knowledge.

SKILL LEVEL

Education: 4-6 year degree plus post graduate study.
Previous Experience: 2-5 years as a tutor.

TASKS Include:

- Prepares and delivers lectures.
- Prepares assignments, examinations or other course work to assess students.
- Conducts tutorials, seminars and laboratory sessions.
- Supervises work programs of post-graduate and honours students and tutorial staff.
- Attends meetings with other staff including those concerned with departmental, budgetary and policy matters.
- Attends conferences dealing with academic specialisation.
- Participates in the setting of course and degree requirements, curriculum revision and academic planning.
- May advise students on academic and related matters.
- May serve on council, senate, faculty and other committees.
- May provide professional consultative services to State and Federal Governments, industry or individuals.
- May serve as head of an academic department or on the Academic Board of a school or faculty.
- May publish articles.
- May conduct research in a particular field of knowledge and publish the results.

SPECIALISATIONS

Professor
Reader

2501-13 UNIVERSITY OR CAE TUTOR

Teaches one or more subjects within a prescribed course of study to students at universities and colleges of advanced education.

SKILL LEVEL

Education: 4-6 year degree plus post graduate study.

TASKS Include:

- Under the direction of other academic staff conducts tutorials, seminars and laboratory sessions.
- Stimulates and guides class discussions.
- Compiles bibliographies of specialised materials for reading assignments.
- Marks and comments on essays, assignments and examination scripts.
- Advises students on academic and related matters.
- May prepare and deliver lectures to students.
- May conduct research in a particular field of knowledge and prepare reports of findings for publication.
- May supervise honours students.

SPECIALISATIONS

University or CAE Demonstrator
University or CAE Teaching Fellow

2503-01 HEAD OF SCHOOL (TAFE)

Co-ordinates and supervises a teaching program within a particular area, and teaches one or more subjects to TAFE students.

SKILL LEVEL

Previous Experience: 5-10 years as a TAFE teacher.

TASKS Include:

- Assists with the administration of TAFE teaching and co-ordinates teaching timetables of part-time and full-time teachers.
- Instructs students through the presentation of lesson material, discussions, workshop and laboratory sessions and the use of audio-visual aids.
- Prepares, administers and marks examinations, projects and assignments to evaluate students' progress, and records the results.
- Participates in staff meetings, educational conferences and workshops.
- Serves on committees concerned with curriculum revision, course planning, award requirements and industrial liaison.
- Supervises clerical, teaching and ancillary staff.
- Prepares budgetary and staffing estimates.
- May organise staff development activities.

SPECIALISATIONS

Head of Department (TAFE)
Head Teacher (TAFE)

2503-11 TAFE TEACHER (TRADES)

Teaches trade and post-trade courses to technical and further education (TAFE) students.

SKILL LEVEL

Education: 1-2 year diploma.

Previous Experience: 5 years as a tradesperson.

Registration/Licensing: May be required.

TASKS Include:

- Teaches one or more subjects within a trade area.
- Instructs students through the presentation of lesson material, discussions, workshop and laboratory sessions and the use of audio-visual aids.
- Prepares, administers and marks tests, projects and assignments to evaluate students' progress, and records the results.
- Liaises with industry, unions and other community groups to maintain awareness of technical changes.
- Serves on committees concerned with curriculum revision, course planning and award requirements.
- Attends conferences related to trade area, maintaining awareness of latest developments in industry and commerce.
- Advises students on course and related matters.
- Consults with Librarians, Student Counsellors and other support staff.
- May return to industry for specified periods to update skills and knowledge.

2503-13 TAFE TEACHER (GENERAL EDUCATION)

Teaches subjects in para-professional, commercial and basic vocational, preparatory and adult education courses to technical and further education (TAFE) students.

SKILL LEVEL

Education: 3-4 year degree, diploma or certificate plus 1-2 year diploma.

Registration/Licensing: May be required.

TASKS Include:

- Teaches one or more general education subjects.
- Instructs students through the presentation of lesson material, discussions, workshop and laboratory sessions and the use of audio-visual aids and other classroom resources.
- Prepares, administers and marks tests, projects and assignments to evaluate students' progress, and records the results.
- Advises students on courses and related matters.
- Consults with Librarians, Student Counsellors and other support staff.

- May teach personal development and remedial classes, or TAFE courses for students preparing to enter other tertiary institutions.
- May specialise in teaching one or more subjects of a general educational nature, such as English expression, creative writing, library practice or foreign languages.
- May be involved in curriculum development and the preparation of teaching resources.

2505-11 ART TEACHER (PRIVATE)

Instructs students in the practice, theory and history of art, in private establishments.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Plans programs of study for individual students.
- Prepares and delivers lectures on the history and theory of art.
- Demonstrates the use and selection of media and material such as oils, water colour, pen, pencil, palette, knife, clay, cloth or paper.
- Assigns problems relative to materials, design and expression for individual students to investigate and resolve.
- Provides guidance by demonstration and the use of sample films and other media.
- Arranges tours of art galleries and museums.
- Grades students' work and offers advice, criticism and encouragement.
- May arrange for exhibitions of students' work.

2505-13 MUSIC TEACHER (PRIVATE)

Teaches individuals or groups to read music and play musical instruments, in private establishments.

SKILL LEVEL

Education: 3-4 year degree or diploma or 2 year associate diploma.

TASKS Include:

- Plans programs of study of instrumental music according to the interests and abilities of students.
- Instructs students in the fundamentals of playing instruments.
- Teaches music theory, history, harmony, counterpoint, form and analysis, and provides aural training.
- Assigns exercises to develop aspects of instrumental technique.
- Grades students' work and offers advice, criticism and encouragement.

- May arrange for students to give music recitals and concerts in special programs or competitions.
- May conduct band or orchestral performances.
- May instruct students in preparation for recitals or examinations.

SPECIALISATION

Singing Teacher (Private)

Instructs individuals or groups in the fundamentals of singing and vocal expression in private establishments.

2505-15 DANCE TEACHER (PRIVATE)

Instructs students in ballet, ballroom, jazz or other forms of dance, in private establishments.

SKILL LEVEL

Previous Experience: 5-10 years as a dancer.

TASKS Include:

- Determines students' interests, capabilities and potential for training through interview and observation.
- Plans programs of instruction.
- Explains and demonstrates techniques and methods of regulating movements of body and feet to musical or rhythmic accompaniment.
- Trains pupils in the execution of dance steps and routines.
- Develops skills of musical interpretation and performance artistry.
- May choreograph dances for special concerts and prepare students for competitions.
- May instruct other teachers of dance in methods of instructing pupils and in theories of learning, and the development of dance programs.

SPECIALISATION

Ballet Teacher

2505-17 DRAMA TEACHER (PRIVATE)

Coaches amateur or professional performers in acting and vocal techniques, in private establishments.

SKILL LEVEL

Previous Experience: 5-10 years as an actor.

TASKS Include:

- Instructs and trains performers in camera, stage or vocal techniques and in interpretation of roles in dramatic productions.
- Selects suitable training methods based on the competence of performers.
- Conducts readings to evaluate performers' abilities.

- Advises performers on basic wardrobe, grooming and manner.
- Teaches correct methods and techniques for auditions for parts in plays, and other productions.
- May coach actors for specific stage, screen or television performances.

SPECIALISATION

Elocution Teacher

2505-19 DRIVING INSTRUCTOR

Instructs individuals and groups in the theory and application of driving skills on a variety of vehicles up to the standard necessary for students to secure driver's licences.

SKILL LEVEL

Previous Experience: Driver of appropriate vehicle for at least 3 years.

On-the-Job Training: 4-5 weeks.

Registration/Licensing: May be required to hold Driving Instructor's licence in conjunction with specific vehicle licence.

TASKS Include:

- Instructs students under actual driving conditions, explaining and demonstrating the operation of brakes, clutch, gear selection, automatic transmission, signals and lights.
- Teaches road traffic regulations.
- Advises students when ready to attempt driving examination.
- May illustrate and explain handling and mechanical operation of motor vehicles, driving techniques and emergency procedures using blackboard diagrams and audio-visual aids.

2505-21 FLYING INSTRUCTOR

Teaches the theory of flight and the practical skills of flying aircraft safely and efficiently.

SKILL LEVEL

Education and Training: A commercial pilot's licence plus 2-3 year certificate.

Registration/Licensing: Required by government authorities.

TASKS Include:

- Develops course outlines and instructional procedures, and prepares study materials.
- Demonstrates and provides practical exercises on techniques of controlling aircraft in all flight aspects including day, night and cloud flying.
- Demonstrates pre-flight inspection of aircraft and use of emergency equipment.
- Teaches techniques for using aircraft instruments such as radio and navigation aids.

- Gives in-flight instruction and supervises solo flights.
- Tests students' proficiency using written, theoretical, practical and verbal examination techniques.
- Makes recommendations for examining and licensing at termination of training.
- May give post-licensing rating and endorsement training to student and qualified pilots.
- May carry out flight tests under government authority.

SPECIALISATION

Gliding Instructor

Gives instruction in the techniques of non-powered flight.

2505-23 GROUND SCHOOL INSTRUCTOR

Instructs qualified and student pilots in ground-school subjects, such as the theory and techniques of flying aircraft and the principles of safe air navigation, and in post-licensing rating and endorsement training.

SKILL LEVEL

Education: 2-3 year certificate.

Previous Experience: 2-7 years as a pilot.

Registration/Licensing: A pilot's licence.

TASKS Include:

- Develops course outlines and instructional procedures, and prepares study materials.
- Lectures, demonstrates and provides practical exercises.
- Instructs in the operation of radio, use of morse code, radio navigation procedures, meteorology, aircraft engine performance and airframe construction characteristics, air regulations and procedures.
- Conducts instrument flight training exercises using flight simulators.
- Demonstrates the use of emergency equipment.
- Teaches use of aircraft controls and instruments including navigation aids and navigational techniques.
- Tests students' proficiency using written, theoretical, practical and verbal examination techniques.

2505-25 NURSE EDUCATOR

Co-ordinates and provides hospital-based training for registered and enrolled nurses.

SKILL LEVEL

Education: 1-2 year post-registration diploma.

Previous Experience: 2-5 years as a registered nurse.

Registration/Licensing: Required with State or Territory Board.

MAJOR GROUP 2

TASKS Include:

- Plans and develops syllabus structures and course programs for nursing education.
- Prepares and presents lessons on nursing theory and practice.
- Plans and participates in clinical training in hospitals, clinics or community settings to assist student nurses to apply the theory of nursing to their practice.
- Participates in the selection of students, conducts assessments and evaluates students' progress.
- Counsels students.
- Maintains records of instruction and prepares assessment reports.
- Participates in conferences and seminars on nursing and nurse education.
- Participates in the development and implementation of policies affecting nursing, nurse education and health.
- May undertake nursing research.
- May arrange for visiting lecturers in specialist subjects.

SPECIALISATION

Clinical Nurse Teacher

2505-99 EXTRA-SYSTEMIC TEACHERS AND INSTRUCTORS NEC

This residual grouping covers Extra-Systemic Teachers and Instructors not elsewhere classified.

SKILL LEVEL

On-the-Job Training: Up to 2 years.

SPECIALISATIONS

Aerobics Instructor
Dressmaking Teacher (Private)
Fitness Instructor
Handicrafts Teacher (Private)
Physical Fitness Instructor
Sports Instructor

2601-11 SOCIAL PLANNER AND ADMINISTRATOR

Plans and implements social policy, and administers and conducts research into social welfare programs and their applications.

SKILL LEVEL

Education: 1-2 year graduate diploma.

Previous Experience: Up to 3 years as a social worker.

TASKS Include:

- Manages the implementation of social welfare policies and programs.

PROFESSIONALS

- Analyses trends and identifies areas of need for health, welfare, recreation, housing, employment, training and other community facilities.
- Gathers and examines data on social welfare programs and judges their effectiveness.
- May supervise, train and co-ordinate other workers to carry out programs.
- May specialise in an area of work such as family welfare.

2601-13 COMMUNITY SOCIAL WORKER

Examines the social welfare needs of individuals and groups in the community and encourages the establishment and development of local services to meet those needs.

SKILL LEVEL

Education: 4 year degree or 3 year degree plus 1-2 year graduate diploma.

TASKS Include:

- Acts as a contact between individuals or groups in need, and community services.
- Assesses resources for health, welfare, recreation, housing, employment and other community services.
- Provides leadership and assistance for the implementation of pilot projects in community development and self-help.
- Co-operates with community organisations, social agencies and voluntary groups to improve existing services and develop new services.
- Assists in budget preparation and policy formulation.
- Organises seminars and conferences.
- May perform case work studies.

2601-15 SOCIAL CASE WORKER

Helps individuals and families to develop and use personal and community skills and resources to deal effectively with social and other problems.

SKILL LEVEL

Education: 3-4 year degree, or 3 year degree plus 1-2 year graduate diploma.

TASKS Include:

- Conducts individual or family (case) interviews to identify the nature and extent of clients' problems.
- Evaluates information obtained to determine the type of assistance required.
- Assists clients to understand and resolve problems by providing information and referring them to community or self-help agencies.
- Monitors the progress of clients by maintaining contact with them and discussing everyday issues.
- Compiles case records and reports.

2603-11 REHABILITATION COUNSELLOR

Assists physically, mentally and socially disadvantaged people towards integration into the community.

SKILL LEVEL

Education: 3 year degree plus 1 year graduate diploma or 2 year associate diploma.

TASKS Include:

- Consults with clients to develop rehabilitation plans taking account of vocational, social, medical and psychological needs.
- Assists clients with employment placement and matters relating to education and training, through negotiation with community agencies, employers, unions, education and training authorities, government representatives and insurance companies.
- Provides information and advisory services to organisations assisting the disadvantaged.
- Refers clients for medical examinations, psychological or psychiatric evaluation and vocational assessment.
- Evaluates the effectiveness of resettlement and recommends further action.

SPECIALISATION

Drug and Alcohol Counsellor

2603-13 MARRIAGE COUNSELLOR

Family Counsellor
Relationship Counsellor

Assists individuals, couples and families with marriage or relationship difficulties.

SKILL LEVEL

Education: 3-4 year degree plus graduate diploma.

On-the-Job Training: 4-12 months.

TASKS Include:

- Conducts counselling or therapeutic interviews with individuals, couples and families.
- Collects data through observation and case histories and discusses problems with the parties involved.
- Helps analyse possibilities for change and presents alternative approaches.
- Assists individuals, couples and families to adjust their attitudes, expectations and behaviour to develop more effective personal, interpersonal or marital relationships.
- Counsels people about divorce to help them make appropriate decisions and adjustments.

SPECIALISATION

Family Therapist

2603-15 FAMILY COURT COUNSELLOR

Advises presiding judges and legal representatives on the family circumstances of parties involved in cases before the Family Court.

SKILL LEVEL

Previous Experience: 1-2 years as a marriage counsellor.

Registration/Licensing: Required with Family Court.

TASKS Include:

- Discusses matrimonial disputes with couples contemplating divorce.
- Assists couples who are separating to resolve differences concerning their children.
- Liaises with judges and legal practitioners to broaden lines of communication in proceedings before the Family Court of Australia.
- Reports on family breakdowns, particularly regarding the custody and welfare of children, and parental access.
- Maintains contact with marriage guidance and welfare organisations.

2603-17 CAREERS COUNSELLOR AND ADVISER

Vocational Counsellor

Advises individuals and groups about career choices, and assists individuals with self-development.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Provides information and resources to help clients with job-seeking skills.
- Assists individuals to develop awareness about career options by obtaining and examining information relevant to their abilities and needs.
- Maintains careers and labour market information.
- Analyses vocational information, explains alternatives and suggests possible courses of action.
- May organise interview programs, surveys and careers displays.
- May assist with special courses or community awareness programs.
- May maintain job registers and refer clients to employers.

2603-99 COUNSELLORS NEC

This residual grouping covers Counsellors not elsewhere classified.

MAJOR GROUP 2

PROFESSIONALS

SKILL LEVEL

Education: 3-4 year degree.

SPECIALISATIONS

Student Counsellor

Assists students to more effectively develop their personal, social, educational and vocational skills.

Educational Counsellor

Housing Counsellor

2605-11 BARRISTER

Pleads cases before civil, criminal and industrial courts and other tribunals.

SKILL LEVEL

Education: 4-6 year degree plus 1 year Articles or legal workshop.

Registration/Licensing: Required as Barrister.

TASKS Include:

- Provides advice and written opinions on points of law.
- Confers with client and witnesses if the matter in question is one which will lead to court proceedings.
- Draws up pleadings, affidavits and other court documents.
- Receives written information (briefs) concerning cases.
- Researches statutes and previous court decisions relevant to cases.
- Outlines facts to courts.
- Calls and questions witnesses and makes addresses to courts.
- Gives opinions on complex questions of law.
- Draws up or settles documents.

SPECIALISATION

Queen's Counsel

2605-13 SOLICITOR

Provides legal advice, drafts documents and conducts negotiations on behalf of clients on matters associated with the law.

SKILL LEVEL

Education: 4-6 year degree plus 1 year Articles or legal workshop.

Registration/Licensing: Required as Solicitor.

TASKS Include:

- Interviews clients to determine nature of problems and recommends appropriate legal action.

- Prepares cases for court by carrying out investigations, arranging for witnesses to attend, and giving notice of court actions to the opposing parties.
- Appears for clients in lower courts.
- Handles dealings in property, by drawing up contracts of sale and purchase of land and buildings, drafting leases and arranging mortgages.
- Prepares and vets contracts between parties.
- Draws up wills according to clients' wishes.
- Provides advice on family law, company law and partnerships, commercial law and trusts.
- May act as trustee or guardian.
- May appear for clients in higher courts.
- May act as executor of clients' wills.

2605-91 ARTICLED CLERK

Performs legal and clerical tasks under supervision to gain the experience required for admission as a practicing lawyer.

SKILL LEVEL

Education: 4-6 year degree.

TASKS Include:

- Assists solicitors in the areas of conveyancing, probate and common law and in drafting and examining contracts.
- Assists in proving the validity of wills, establishing tax due, and filling out and lodging probate forms.
- Researches, drafts, verifies and lodges legal documents.
- Receives training in the skills and responsibilities of lawyers.
- May attend settlements to finalise transfer of titles and funds.
- May assist in court or attend court offices to deal with documentation procedures.

2605-99 LAWYERS NEC

This residual grouping covers Lawyers not elsewhere classified.

SKILL LEVEL

Education: 4-6 year degree.

SPECIALISATIONS

Corporate Legal Officer

Performs legal work on behalf of employers in business or government organisations.

Provides legal advice.

Drafts proposed regulations or amendments to legislation.

Maintains contact with law firms.

Prepares cases for court.

Patent Attorney.

Conducts research into legal problems.
Handles property dealings on behalf of organisations.
May communicate with governments and local councils on behalf of employer.

Parliamentary Counsel

Carries out legal tasks connected with legislation.
Drafts bills and attends committee meetings during consideration of bills.
Gives advice on the legal implications of amendments.
Provides correct legal form for agreed alterations.
Advises government on legal, constitutional and parliamentary matters.
Provides advice to parliamentary committees, and to Judges of the Supreme and County Courts in the preparation of Court Rules.

Conducts research and prepares reports or proposals on aspects of law administration and reform.

May appear in court on behalf of governments.

Judge's Associate

Assists judges in court related activities.

2607-11 MINISTER OF RELIGION

Provides motivation, guidance and training in religious life for the people of a congregation, parish or community.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Prepares and conducts services of public worship and administers sacraments in accordance with accepted ceremonial requirements.
- Plans services and prepares and delivers sermons, homilies and special talks.
- Plans music for services in association with organists or choral directors.
- Participates in the social and welfare activities of communities and encourages people to be aware of their social and political responsibilities.
- Conducts classes of religious instruction and organises participation in community projects.
- Supervises prayer and discussion groups, retreats and seminars.
- Conducts pre-marital and family counselling.
- Refers people with special problems to professional agencies.
- Visits church members in their homes, hospitals or other institutions to provide advice or religious comfort to those with problems or illness.
- Performs marriages according to ecclesiastical and civil law.
- Conducts funerals and special memorial services for the deceased.
- Keeps records as required by civil or church law.

SPECIALISATIONS

Aboriginal Ceremonial Celebrant
Clergyman/woman

Chaplain
Deacon/Deaconess
Priest
Rabbi
Religious Brother
Religious Sister
Salvation Army Officer
Student Minister

2701-11 ACCOUNTANT

Plans and provides accounting services and systems, and advises on accounting matters for enterprises, institutions, government organisations and individuals.

SKILL LEVEL

Education: 3 year degree, diploma or certificate.

Registration/Licensing: May be required.

TASKS Include:

- Plans, installs and advises on budgetary and accounting systems.
- Assists in the formulation of budgetary and accounting policies.
- Prepares financial statements for presentation to boards of directors, management, shareholders, statutory or other bodies.
- Conducts financial investigations, undertakes audits, prepares reports, and advises on such matters as the purchase or sale of businesses, mergers, capital financing, suspected fraud, insolvency and bankruptcy, and taxation.
- Examines production and sales costs, and the income and expenditure of institutions.
- May advise on computer-based systems.

SPECIALISATIONS

Auditor

Examines and checks the accounts and supporting documents of firms or institutions and prepares reports for shareholders and members, or for governments.

Bursar

Provides accountancy services for educational institutions.

Liquidator

Specialises in accounting and associated arrangements in connection with liquidation, bankruptcy and receiverships.

Tax Agent

Provides advice on taxation matters and prepares taxation returns for clients.

RELATED OCCUPATIONS

Unit Group 1301	Finance Managers
Occupation 2707-25	EDP Auditor
Unit Group 6101	Securities and Finance Dealers

2701-91 TRAINEE ACCOUNTANT

Cadet Accountant

Performs routine accounting tasks while learning the skills of accountancy.

SKILL LEVEL

Education: Year 12.

TASKS Include:

- Assists in the checking and preparation of accountancy documents under the direction of an Accountant.

RELATED OCCUPATIONS

Unit Group 5301 Accounting Clerks

2703-11 PUBLIC RELATIONS OFFICER

Information Officer (Public Relations)
Publicity Officer

Plans, organises and carries out programs of information dissemination to influence the public to view favourably organisations, products or services.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Plans and organises publicity campaigns and assigns tasks to researchers and publicity writers.
- Prepares news releases.
- Commissions or obtains photographs or other illustrative material.
- Appraises and revises material submitted by publicity writers, photographers, illustrators and others.
- Selects written material, photographs and illustrations to create favourable publicity.
- Undertakes and commissions public opinion research, analyses the findings and plans marketing campaigns.
- Organises special exhibitions, seminars, entertainment, competitions and social functions to promote good-will and favourable publicity.
- Represents employers and arranges interviews with publicity media, and attends business, social and other functions.

SPECIALISATIONS

Advertising Account Executive

Devises and co-ordinates advertising campaigns.

Media Officer

Press Officer

Handles dealings with news media.

Marketing Officer

Promotions Officer

2705-11 PERSONNEL OFFICER

Provides staffing and personnel administration services in commercial, industrial, government or other organisations.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Conducts analyses to determine staffing needs.
- Arranges for advertising of vacancies, interviewing and testing of applicants, and selection of staff.
- Provides advice and information to management on personnel policies and procedures, staff performance and disciplinary matters.
- Assists in the planning and provision of staff services such as canteens, recreational facilities and amenities.
- Maintains personnel records.
- Analyses and prepares job specifications.
- Arranges the induction and training of staff and provides information on conditions of service, salaries and promotional opportunities.
- May counsel employees or discuss their grievances, problems or difficulties.
- May assist in the development and implementation of equal opportunity, anti-discrimination and similar programs.
- May assist in the organisation of safety programs and procedures.
- May supervise personnel clerks.

SPECIALISATIONS

Equal Employment Officer

Implements programs to provide equal opportunity in selection and promotion of staff.

May investigate complaints of sexual harassment and similar issues arising in the workplace.

Recruitment Officer

Employment Officer

Arranges recruitment and induction of staff and advertising of vacancies.

RELATED OCCUPATIONS

Unit Group 1309 Personnel Managers and Industrial Relations

2705-13 TRAINING OFFICER

Plans, administers and co-ordinates courses to meet training and staff development needs and advises management of appropriate external courses.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Administers internal training programs and ensures that follow-up advice or guidance and training materials are available.
- Recommends and designs training courses to prepare individuals for specific positions.
- Compiles training manuals, visual aids and materials.
- Conducts training courses, demonstrates equipment and operates training aids such as video recorders and cameras.
- Obtains information on external training and staff development courses.
- May prepare reports on the suitability of courses and make recommendations on employee attendance.
- May discuss the selection and placement of staff to make effective use of their abilities.
- May plan and provide career counselling sessions for employees.

2705-15 STAFF DEVELOPMENT OFFICER

Develops and co-ordinates staff management, development, counselling and training programs.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Analyses staff qualities, skills and potential.
- Defines staff requirements, qualifications, training and skills needed for training programs.
- Develops and co-ordinates general and specialised training programs to provide required skills.
- Advises management on the development, placement and promotion of staff.
- Plans and co-ordinates programs of performance appraisal.
- May organise staff journals.
- May develop personnel and training manuals.

2707-11 APPLICATIONS PROGRAMMER

Writes, tests and maintains computer programs to meet the application needs of end-users of computer systems.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Analyses objectives and problems specified by Systems Analysts.

- Prepares detailed logical designs to establish the order in which data is processed, points at which decisions must be made and the sequence of operations.
- Writes programs as lists of instructions in computer languages, working from formalised representations of solutions.
- Tests the validity and logic of programs and makes amendments.
- Prepares documents detailing the operations and maintenance of programs.
- May analyse, review and rewrite programs.

2707-13 SYSTEMS PROGRAMMER

Software Programmer

Writes, maintains and updates programs which control the overall functioning of computers.

SKILL LEVEL

Previous Experience: 3 years as an applications programmer.

TASKS Include:

- Confers with systems analysts, programmers and computer equipment suppliers on problems, improvements and modifications to computer system software.
- Writes programs as lists of instructions in computer languages or machine code, working from formalised representations of solutions.
- Tests the validity and logic of programs.
- Modifies, amends and updates software programs.
- Prepares reports, manuals and documentation on the status of system software for use by computer equipment suppliers, systems analysts, programmers and computer operators.

SPECIALISATIONS

Communications Programmer
Data Base Programmer

2707-15 ANALYST PROGRAMMER

Assists Systems Analysts in researching and documenting computer users' requirements, and participates in writing specifications for computer systems and producing the components of computer programs.

SKILL LEVEL

Previous Experience: 2-3 years as an applications programmer.

TASKS Include:

- Confers with Systems Analysts and computer users to determine their requirements.
- Translates the formalised solutions provided by Systems Analysts into detailed program specifications.

- Co-ordinates the writing and testing of component modules of programs.
- May write computer programs.
- May analyse users' needs and assess the feasibility of computer processing.
- May design computer and clerical systems to meet users' requirements and prepare formalised solutions to problems.
- May maintain and adapt programs in consultation with users.

2707-17 COMPUTER SYSTEMS ANALYST

Computer Analyst
EDP Analyst

Analyses functions, operations, procedures, physical systems and technical problems of organisations to establish and develop procedures for computerised data processing systems.

SKILL LEVEL

Previous Experience: 3-4 years as an applications programmer.

TASKS Include:

- Consults with management, administrative and technical staff to determine information needs, data flows and system definitions.
- Analyses systems, methods and procedures to assess the feasibility of developing computerised and manual information and data processing systems.
- Prepares flow charts, and mathematical and other models of problems, and produces formalised solutions.
- Writes programming specifications.
- Devises means of entering data.
- Prepares technical reports on the operation of systems.
- Estimates costs of systems and prepares cost-benefit analyses.
- Tests programs to eliminate errors.
- Prepares instruction manuals specifying methods of operation and maintenance of systems.
- May co-ordinate the work of Applications Programmers and other support staff.
- May write computer programs.

SPECIALISATIONS

Communications Analyst
Data Base Analyst
Telecommunications Analyst

RELATED OCCUPATION

Occupation 2799-15 Organisation and Methods Analyst

2707-19 SOFTWARE ENGINEER

Computer Systems Engineer (Software)

Designs and modifies the operating environment software which links computer software and hardware.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Consults with users to determine their requirements.
- Liaises with Computer Engineers to determine the type and size of hardware for users' needs.
- Analyses and evaluates computer systems and networks.
- Designs new computer systems, and improvements and extensions to existing systems.
- Devises linkages between different types and levels of software and between software and hardware.
- Tests the efficiency of new and improved systems.
- Implements new and improved systems, and provides software support for users.
- Documents design features and programs.
- May design circuit boards and microprocessors.

SPECIALISATION

Computer Systems Designer (Software)

RELATED OCCUPATION

Occupation 2211-13 Electronics Engineer

2707-21 DATA BASE ADMINISTRATOR

Controls computer databases by maintaining data dictionaries and data management systems, and ensuring the integrity and security of data.

SKILL LEVEL

Previous Experience: 5 years as an applications programmer or systems analyst.

TASKS Include:

- Monitors system performance, and initiates recoveries after system failures.
- Makes back-up copies of data to prevent losses due to system failures.
- Manages the distribution of data on storage devices, assigns space for data, and authorises the retention of data.
- Provides technical support for users of databases.
- Modifies programs to improve data management, and co-ordinates changes to databases.
- Liaises with personnel involved in application development, assisting them in designing logical data structures and naming conventions, and advising them on the relationship between new and existing data.

2707-23 COMPUTER SCIENTIST

Conducts research into computers and computer-based systems and develops techniques for their effective application and use.

SKILL LEVEL

Education: 3-4 year degree.

On-the-Job Training: 2 months.

TASKS Include:

- Examines the theoretical aspects of computing such as computer architecture and design, artificial intelligence, data structures and databases, simulation, heuristics, computer languages, numerical analyses, data communication and robotics.
- Develops and tests architectures, techniques, languages, algorithms, structures, computer graphics and image processing, and symbolic algebraic computation for computer-based systems.
- Writes reports and papers describing findings for publication.

2707-25 EDP AUDITOR

Analyses information processing systems to assess their completeness, accuracy, validity, and efficiency, and reviews organisations' computing environments and usage of computer facilities.

SKILL LEVEL

Previous Experience: 3-5 years as an applications programmer or systems analyst.

TASKS Include:

- Analyses the operations of systems in terms of control objectives and techniques, to determine the accuracy and reliability of the data produced.
- Reviews the computing environment of organisations to assess the operations, systems software, systems development and security procedures.
- Reviews the acquisition of software and hardware in terms of economy, efficiency and ability to meet operating requirements.
- Investigates the usage of computing facilities.
- Liaises with data processing management and systems users, and prepares reports recommending improvements in the management of computing facilities.

SPECIALISATIONS

Computer Auditor
EDP Security Analyst

RELATED OCCUPATIONS

Unit Group 2701 Accountants

2799-11 MEDICAL RECORD ADMINISTRATOR

Medical Record Librarian

Designs, implements and administers medical record systems and information services in accordance with medico-legal and confidentiality requirements.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Designs and revises medical record forms.
- Designs and maintains computerised and other medical record systems and advises on their usage.
- Recruits and trains medical record staff and provides in-service training for clerical staff.
- Organises work flow, budget preparation, equipment ordering, medical transcription and ward clerk services.
- Controls access to information and conducts statistical studies.
- Facilitates communication with patients and between hospital departments and health providers.
- Provides information on medico-legal matters.
- Assists with surveys, projects and evaluative studies in the hospital or health field.
- May assist with other patient services.

SPECIALISATION

Health Data Administrator

Analyses numerical data obtained from medical records.

2799-13 INDUSTRIAL RELATIONS OFFICER

Industrial Officer

Assists in resolving disputes and grievances by advising on industrial relations policies and problems, and representing industrial, commercial, union, employer or other organisations in negotiations.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Undertakes negotiations on terms and conditions of employment, wage structures, employee status, work value claims and similar matters.
- Examines and attempts to resolve disputes and grievances.
- Studies and interprets legislation, awards and agreements, wage payment systems and dispute settlement procedures.
- Undertakes or assists in the development, planning and formulation of industrial relations policies and programs, and procedures for their implementation.
- Advises on negotiating procedures, regulations relating to employment, salary agreements and arbitration decisions, and formulates collective bargaining contracts.

MAJOR GROUP 2

- May carry out research.
- May appear as an advocate before industrial tribunals.

SPECIALISATIONS

Trade Union Official Trade Union Organiser

Negotiates, and answers enquiries, on behalf of a trade union.

2799-15 ORGANISATION AND METHODS ANALYST

Procedures Analyst

Conducts studies of organisational structures, methods, systems and procedures used in industrial establishments and other institutions.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Records and analyses organisations' flow charts, records, reports, manuals and job descriptions.
- Undertakes, or reviews, work studies by analysing existing or proposed methods and procedures such as administrative and clerical procedures.
- Prepares and recommends proposals to revise methods and procedures, alter work flows, redefine job functions and resolve problems.
- May assist in implementing approved recommendations, issuing revised instructions or procedure manuals, or drafting other documentation.
- May review operating procedures and advise of any departures from procedures and standards.
- May conduct staff training courses to train staff in new work methods.

SPECIALISATION

Work Study Officer

Analyses the work organisation and performance of production systems.

2799-99 BUSINESS PROFESSIONALS NEC

This residual grouping covers Business Professionals not elsewhere classified.

SKILL LEVEL

Education: 3-4 year degree or diploma.

SPECIALISATION

Management Consultant

PROFESSIONALS

2801-11 PAINTER (ARTISTIC)

Artist (Painting)

Creates visual art forms such as pictures, abstract designs and similar original compositions to communicate impressions or ideas.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Conceives and develops ideas for painting or design.
- Selects medium such as oil, water colours, pencil, pastels, acrylic or ink and prepares material to be used for painting or drawing.
- Arranges objects, positions models, selects landscape or other visual forms according to chosen subject matter.
- Mixes liquid colouring matter and applies to surface using appropriate techniques to harmonise relationships of line, colour, design and mass into unified and artistic arrangements.
- May produce design work or illustrations for publications.
- May teach art.

SPECIALISATION

Cartoonist

Illustrates stories or depicts persons and events by means of caricatures.

2801-13 SCULPTOR

Creates three-dimensional forms to communicate an impression or idea by carving or modelling materials such as wood, stone, clay or metal.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Conceives and develops design for sculpture.
- Decides on material and techniques to be used, and selects materials of suitable proportions, quality and texture.
- Arranges objects, positions models or selects visual forms according to chosen subject matter.
- Sketches designs of proposed sculptures or makes models of wax or plaster.
- Carves or otherwise models materials to desired form using hand or power tools.
- Models plastic substances such as clay or wax using fingers or hand tools.
- Fires clay objects in kilns.
- Prepares moulds for casting sculptures in metal.
- Devises artistic forms from metal using welding or metalworking equipment, or from stone using masonry tools.

2801-99 PAINTERS, SCULPTORS AND RELATED PROFESSIONALS NEC

This residual grouping covers Painters, Sculptors and Related Professionals not elsewhere classified.

SKILL LEVEL

Education: 3-4 year degree or diploma.

SPECIALISATIONS**Etcher (Artistic)**

Creates artwork by etching designs with acid into metal plates and using them to produce prints.

Printmaker

Uses printmaking methods such as raised (relief), recessed (intaglio), flat (lithography) and stencil (including silk screen printing) to produce art work, by preparing printmaking substrate, inking surface, transferring image to print material, and co-ordinating printing processes.

Environmental Artist**Laser Artist****Scene Painter (Performing Arts)****2803-11 PHOTOGRAPHER**

Operates a still camera to take photographs of persons, places, merchandise and other subjects.

SKILL LEVEL

Education: 3-4 year degree or diploma, or 2 year certificate.

TASKS Include:

- Studies requirements of assignment and decides on type of camera, film and lighting.
- Transports and sets up equipment at assigned location.
- Measures lighting levels and determines exposure.
- Adjusts camera angle, aperture and subject to achieve appropriate composition.
- Rearranges lighting and filters to bring out highlights and colours.
- May mix chemicals and process film.
- May make enlarged prints, and mount and frame prints.

2805-11 FASHION DESIGNER

Creates new types and styles of apparel by developing original ideas or by adapting existing styles.

SKILL LEVEL

Education: 3-4 year degree or diploma, or 2-3 year certificate.

TASKS Include:

- Conceives designs and makes sketches for garments or fashion accessories such as handbags and shoes.

- Prepares detailed sketches showing front, back and seams of garments.
- Chooses fabrics, colours and trim to complement styles.
- Discusses new designs with management, sales and manufacturing staff.
- Works closely with patternmakers to produce master patterns of new styles, and supervises production of sample garments.
- May interpret overseas styles to suit Australian market, climate and manufacturing processes.
- May be involved in garment production.

2805-13 GRAPHIC DESIGNER**Commercial Artist**

Designs art and copy layouts of material for visual communication media such as books, magazines, newspapers, television and audio-visual presentations and advertising.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Consults with clients to determine objectives.
- Analyses clients' needs, undertakes research in relevant areas and plans presentation of material.
- Prepares concepts and illustrations or rough sketches of material.
- Submits designs to clients for approval.
- Prepares notes and instructions for finishing or layout artists to assemble and prepare final artwork for printing.
- Reviews final layout and suggests improvements as work progresses through proofing.
- May prepare series of drawings to illustrate sequence and timing of story development for television production.
- May supervise photography of artwork.

SPECIALISATIONS**Animator**

Creates and draws motion picture animated cartoons and commercials.

Exhibition Designer**Display Artist**

Designs and sets up exhibitions and displays for purposes such as advertising, publicity and education.

Set Designer

Designs sets, scenery and production visuals for television, motion picture and stage presentations.

Calligrapher**Publication Designer****Package Designer****RELATED OCCUPATION**

Occupation 3999-17 Layout Artist

MAJOR GROUP 2

PROFESSIONALS

2805-15 INDUSTRIAL DESIGNER

Product Designer

Develops and implements designs for commercial and industrial products and creates models for mass production.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Designs products which have a pleasing appearance, are functional and meet cost requirements.
- Undertakes research and development.
- Considers variables influencing the design of products such as cost, availability of materials, methods of production, new technology, safety factors, marketing considerations and business objectives.
- Prepares sketches showing style, shape, size and general appearance of products such as domestic appliances, electrical and electronic goods, medical equipment and motor vehicles.
- Directs workers making models and patterns of products.
- May make technical drawings, schematic diagrams and reports of products to communicate manufacturing details to manufacturers.
- May modify design to meet manufacturing or cost requirements.

SPECIALISATIONS

Furniture Designer

Textile Designer

2805-17 INTERIOR DESIGNER

Plans and designs building interiors taking into account aesthetic, functional, safety and other requirements.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Consults with clients to determine needs and preferences.
- Analyses functional requirements, desired effect and purpose of furnishing interior.
- Devises harmonious colour schemes and sketches plans of areas showing arrangement of furniture and accessories.
- Estimates costs and amounts of materials required and presents plans to clients for approval.
- Selects or recommends purchases of decorative and functional materials and accessories such as furniture, lighting fixtures and pictures.
- Creates original designs for furnishings to conform with proposed scheme.
- May direct workers engaged in implementing proposed scheme.

- May work as a consultant or as a member of a design group.

RELATED OCCUPATION

Occupation 3999-21 Interior Decorator

2805-19 ILLUSTRATOR

Draws and paints pictures to illustrate or explain narrative and dialogue.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Prepares layouts and sketches of proposed illustrations and examines related materials to become familiar with assignment.
- Determines style, technique and medium to produce desired effects and conform with reproduction requirements.
- Conceives and renders illustrations and details from models, sketches or imagination.
- Discusses and amends illustrations at various stages of completion.
- May select type, draw lettering or lay out material.
- May specialise in illustrating scientific work, technical manuals, reference books and other publications.

2807-01 ASSOCIATE EDITOR

Assistant Editor

Directs the preparation of a section of a newspaper, magazine or other publication.

SKILL LEVEL

Previous Experience: 5-10 years as a reporter.

TASKS Include:

- Assigns reporting staff and photographers to obtain news coverage in accordance with editorial policy.
- Prepares rosters of reporting staff and approves leave and expenses.
- Hires casual reporting staff.
- Reviews copy for publication ensuring that it conforms with accepted rules of style and format.
- Attends meetings and events relevant to particular area of expertise, and interviews people in the field.
- May edit copy, write headline and plan layout of news item in appropriate section of publication.
- May prepare news and feature copy.
- May write articles or critical reviews.

PROFESSIONALS

- May plan layout of publication.

SPECIALISATION

News Editor

Directs gathering, selection and editing of news for newspaper or newsagency, or for television or radio news reports or public affairs programs.

2807-11 SUB-EDITOR

Assesses suitability of reports and articles for publication or broadcasting within established style and format, and edits as necessary.

SKILL LEVEL

Previous Experience: 5-10 years as a reporter.

TASKS Include:

- Co-ordinates coverage of news items to produce a coherent story to meet deadlines.
- Advises editor about suitability of material submitted.
- Determines presentation of material from newsagencies and ensures that reports are suitable for publication in terms of news style and editorial policy.
- Reads copy to detect errors in spelling, construction, continuity, punctuation and content.
- Verifies facts in news stories by reference to newspaper files and other sources, and by discussion with other writers.
- Ensures that news items give accurate impressions of information and are not misleading or libellous.
- Writes headlines to fit space allocated to story or copy.
- Decides layout of photographs and drawings and the size of type.

2807-13 REPORTER

Collects and analyses facts about newsworthy events by interview, investigation or observation and writes stories for newspapers, news services, magazines, television or radio news or public affairs programs.

SKILL LEVEL

Education: 3-4 year degree or cadetship, or 1 year graduate cadetship.

TASKS Include:

- Reports to scene of event.
- Interviews persons and observes events to obtain and verify facts and to develop leads for future news items.
- Takes notes and reads publicity releases, copies of speeches or similar material to facilitate organisation and writing of story.

MAJOR GROUP 2

- Writes or types story on visual display unit to meet deadline, referring to reference books, newspaper files or other sources to secure additional facts.

- Refers stories for approval.

- Reads and evaluates news reports and suggestions for future stories.

SPECIALISATIONS

Roundsman/woman (News)

Works as reporter for television news programs.

News Correspondent

Radio Journalist

2807-15 COPY-WRITER

Composes written material to advertise products or services.

SKILL LEVEL

Education: 3 year degree, professional certificate or 2 year associate diploma.

On-the-Job Training: 1 year.

TASKS Include:

- Discusses theme, style and length of copy with advertisers or management to determine most suitable approach.
- Studies products or services to ascertain principal selling features.
- Plans and writes headline and text, and submits copy for approval.
- Writes advertisements for the press, radio, television, cinema screens, billboards and catalogues, and displays in shops.
- May specialise in one medium such as the press, television or radio.
- May be required to name products, write copy for packaging, and write brochures and other sales and promotional material.

SPECIALISATION

Continuity Writer

Writes scripts for announcers to provide continuity for radio and television broadcasts.

2807-91 CADET JOURNALIST

Under supervision, performs routine reporting tasks and undertakes training in skills such as interviewing, typing and sub-editing to obtain accreditation as a journalist.

SKILL LEVEL

Education: Year 12 or 3-4 year degree or diploma.

TASKS Include:

- Covers less complex stories and writes articles.

MAJOR GROUP 2

- Accompanies and assists journalists on assignments to learn methods of reporting.

2807-99 JOURNALISTS NEC

Writes analyses, commentaries or special articles for publication or broadcast.

SKILL LEVEL

Education: 3-4 year degree or cadetship, or 1 year graduate cadetship.

SPECIALISATIONS

Editorial Writer

Leader Writer

Discusses daily news topics in editorial columns of newspapers.

Columnist

Critic

Editorial Assistant

Freelance Journalist

2809-11 AUTHOR

Plans and writes literary or other written work for publication or performance.

SKILL LEVEL

Education: 3 year degree or 2 year associate diploma.

TASKS Include:

- Chooses theme for written work.
- Conducts research into subject, assembles background material and obtains other necessary data.
- Plans and organises material and composes original manuscript.
- Revises work, ensuring coherence of style, proper development of theme, plot and characterisation or correct referencing.
- Submits work for comment and editing for publication.
- May write work of particular type and length for a literary journal, theatre company or other specialist client.
- May edit and rewrite material.

SPECIALISATIONS

Librettist

Writes text for musical works, such as opera, cantata or musical comedy.

Screenwriter

Writes material for screen productions.

Script Writer

Writes original scripts for stage, film, radio and television productions.

PROFESSIONALS

Novelist

Playwright

Poet

2809-13 BOOK EDITOR

Evaluates manuscripts of books to determine suitability for publication, and supervises final manuscript preparation.

SKILL LEVEL

Education: 3 year degree or 2 year associate diploma.

TASKS Include:

- Reviews and evaluates manuscripts of novels, biographies, short stories, essays, poems, text books and other books.
- Advises publishers about potential of material for publication and conditions of publication contract.
- Suggests changes to manuscripts and negotiates with authors regarding details of publication such as royalties, publication date and number of copies to be printed, according to estimation of public demand for book.
- Edits material for coherence of style and punctuation.
- Oversees preparation of manuscript for publication.
- May negotiate with authors concerning contracts for future writing.

2809-15 SCRIPT EDITOR

Edits and supervises the preparation of script material for radio, television, stage or motion picture productions.

SKILL LEVEL

Education: 3 year degree or 2 year associate diploma.

On-the-Job Training: 2 years.

TASKS Include:

- Reviews and assesses stories and other material for radio, television, stage or motion picture presentations, and recommends on the purchase of material submitted by freelance writers.
- Edits material to ensure conformity with company policy. ?
- May direct the preparation of scripts to be read by announcers to introduce and connect parts of musical, news, sports or special events programs.

2811-11 ART DIRECTOR (TELEVISION, FILM OR STAGE)

Plans, organises, directs and controls artistic aspects of motion picture, stage or television productions.

SKILL LEVEL

Education: 3 year degree or diploma.

TASKS Include:

- Reads books or scenarios concerning work to be performed, to determine theme and setting.
- Assesses staging requirements for productions in co-operation with set designers.
- Plans decor and selects costumes, furnishings, props and artefacts for aesthetic appeal and realistic portrayal of setting.
- Directs placing of items on set to permit free movement of cast and to provide a clear view to audience or camera.
- Supervises and co-ordinates the activities of staff involved in wardrobe, make-up and property, to achieve harmonious artistic presentation.
- May prepare sketches, scale drawings or models of sets and scenes.

2811-13 CASTING DIRECTOR

Casting Officer

Selects cast for motion picture, stage or television productions and arranges the engagement of staff.

SKILL LEVEL

Education: 3 year degree or 2 year associate diploma.

TASKS Include:

- Maintains files recording information about performers such as their personality types, specialities, past performances and availability.
- Views other productions to search out and assess talent.
- Reads scripts of programs or proposed productions to estimate cast costs and requirements.
- Submits lists of suitable performers to producer or director for final selection.
- Conducts screen tests and auditions to verify suitability of performers.
- Negotiates with performers and agents to obtain contractual agreements on items such as salaries, fees, program credits, residual payments, performance dates and production schedules.
- Attends rehearsals and presentations to evaluate performers.

2811-15 DIRECTOR (FILM OR STAGE)

Interprets scripts, directs and instructs cast and production personnel to achieve desired characterisation, treatment and style of presentation.

SKILL LEVEL

Education: 3-4 year degree or 2 year associate diploma.

On-the-Job Training: Up to 4 years.

TASKS Include:

- Takes creative responsibility for stage or motion picture production.
- Consults with producer about aims of production and commercial considerations.
- Studies script to determine interpretation.
- Confers with other specialists such as musical director and director of photography to develop script, costumes, scenery designs, choreography, sound and lighting effects, and filming techniques for motion picture production.
- Selects cast or assists producer or casting officer in auditions and selections.
- Assigns parts to cast and explains desired interpretation.
- Schedules and directs rehearsals to obtain required standard of production.
- Co-ordinates the activities of production and technical staff and instructs performers in interpretation of script.
- Supervises editing and final mix.
- May conduct skills maintenance classes during rehearsals and performances.

2811-17 DIRECTOR OF PHOTOGRAPHY

Cinematographer

Plans, directs and co-ordinates filming to control the quality of photography of motion pictures.

SKILL LEVEL

Education: 3 year degree or 2 year associate diploma.

On-the-Job Training: 6 months.

TASKS Include:

- Confers with the director regarding photographic aspects of scenes to achieve desired effects.
- Determines required lighting, film, shutter angles, filter factors, camera distance, depth of field and focus, angles of view and other variables.
- Selects cameras, accessories, equipment and film stock.
- Instructs camera operators regarding camera set-up, angles, distances, movement and other variables.
- Signals cues to start and stop filming.
- Surveys sets or locations, observes effects of lighting, measures lighting levels and co-ordinates changes prior to filming.
- Views films after processing and makes adjustments to produce desired effects.

2811-19 FILM EDITOR (video editor)

Makes editorial decisions regarding mood, pace and climax of films or television productions.

SKILL LEVEL

Education: 3 year degree or 2 year associate diploma.

TASKS Include:

- Views processed film with production personnel to analyse, evaluate and select scenes, and to determine which scenes need to be improved or reshot.
- Trims film segments to specific lengths and arranges and joins them in sequence so that the story is presented with maximum effect.
- Edits and balances music and effects.
- May select stock shots from film library and edit and incorporate them into film.

2811-21 STAGE MANAGER

Plans, organises, supervises and co-ordinates the activities of workers responsible for placing set and properties, and operating lighting and sound equipment as part of dramatic productions.

SKILL LEVEL

Education: 3 year degree or 2 year associate diploma.

TASKS Include:

- Confers with production personnel to determine production requirements.
- Interprets stage or set diagrams to determine lay-out.
- Supervises crew engaged in placing scenery, equipment or properties.
- Carries out producer's instructions during rehearsals and performances.
- Reads annotated script during rehearsals and performances and gives cues for lights, properties and sound effects using cue cards or headphones.
- Ensures that performers appear in the right place at the right time.
- Controls communications during productions.

SPECIALISATION

Floor Manager (Television)

Plans, organises, supervises and co-ordinates the activities of studio staff in the production and presentation of television programs.

2811-23 DIRECTOR (RADIO OR TELEVISION)

Directs the creative and financial aspects of radio or television programs in accordance with company policy.

SKILL LEVEL

Education: 3 year degree or 2 year associate diploma.

TASKS Include:

- Plans programs and studies scripts to determine artistic interpretation.
- Performs administrative tasks associated with the preparation and presentation of programs.
- Briefs program guests and interviewers on subject matter to be discussed.
- Confers with specialists such as technical producer to develop suitable sound and lighting effects, set designs, costumes and choreography.
- Assists producer with auditions and personnel selection.
- Directs rehearsal, filming, taping and broadcasting activities.
- Coaches cast in delivery of dramatic lines, and suggests changes necessary to obtain required standards of production.
- Co-ordinates the activities of production and technical staff to ensure desired mood, treatment and style of presentation.
- Edits tapes and assembles program sequences to provide entertainment balance.

RELATED OCCUPATION

Occupation 1305-13 Producer (Media)

2811-25 TECHNICAL PRODUCER Technical Director

Controls quality of pictures and sound for radio and television programs by directing technical teams and planning and organising technical facilities.

SKILL LEVEL

Education: 3 year degree or 2 year associate diploma.

TASKS Include:

- Studies script and attends production meetings to discuss program content, set locations and stage directions to determine technical requirements.
- Establishes on-location requirements for technical production facilities.
- Advises producer on the purchase or improvement of audio-visual equipment.
- Plans and arranges for special effects requested by producer.
- Assigns tasks to technicians engaged in maintaining, operating and controlling lights, audio and video control equipment, microphones and cameras.
- Observes television picture through monitor to evaluate quality, and instructs video camera operators to adjust equipment.

2813-11 CHOREOGRAPHER

Creates original dances for stage, television, motion picture or nightclub productions, and instructs dancers in their interpretation and performance.

SKILL LEVEL

Education: 3 year degree or 2 year associate diploma.

TASKS Include:

- Studies production factors such as musical score, story or theme, and consults with production staff concerning interpretation.
- Creates dances to harmonise with music and subject, illustrate unfolding of story, interpret emotion or complement musical show.
- Plans required movements of dances, demonstrating movements and instructing dancers.
- May perform dances.
- May plan and arrange movements of performers and extras in pageants or other outdoor spectacles.
- May direct and stage dance presentations.
- May specialise in ballet, dances for musical shows or revues or other types of dancing presentations.
- May teach dance and direct a dance company.
- May notate dance movement.

RELATED OCCUPATION

Occupation 2505-15 Dance Teacher (Private)

2813-13 DANCER

Performs dance as a soloist, with a partner or as a member of a group, to entertain audiences.

SKILL LEVEL

Education: 2-3 year degree, diploma or associate diploma.

TASKS Include:

- Performs classical, modern or acrobatic dances for audience entertainment, co-ordinating body movements and facial expression, usually with musical accompaniment.
- Practises regular dance exercises to maintain required physical condition of body and control of movements.
- Rehearses dances under direction and instruction, or develops own interpretation.
- May sing or act and provide other forms of entertainment.
- May compose dance routines.

SPECIALISATIONS

Ballet Dancer
 Striptease Artist
 Tap Dancer

2815-11 MUSIC DIRECTOR

Conducts choirs, orchestras, ensembles, opera companies and musical performances.

SKILL LEVEL

Previous Experience: 2-5 years as an instrumental musician.

TASKS Include:

- Auditions and selects musicians and singers.
- Selects music to accommodate talents and abilities of group, and to suit type of performance to be given.
- Assigns instrumental parts to musicians.
- Positions musicians and singers to obtain balance of instruments and voices in accordance with musical score.
- Directs group at rehearsals and performances to achieve desired effects such as tonal and harmonic balance, dynamics, rhythms, tempos and shadings.
- May arrange and orchestrate score.
- May schedule tours and performances.
- May adapt musical compositions to create a particular style for a choral group.
- May play a musical instrument.

SPECIALISATIONS**Choral Director**

Studies composition and effect of various combinations of voices.

Assigns vocal parts to singers.

Band Leader**Orchestra Conductor****2815-13 CONCERT AND OPERA SINGER**

Sings classical or church music in musical programs, or performs in stage presentations of opera.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Studies and rehearses words and music for performance as a soloist or member of a vocal ensemble using sheet music, vocal score or libretto.
- Sings music such as lieder, arias and cantatas, combining musical training, expression and quality of voice with dramatic ability.
- Watches conductor for directions during rehearsal and performance, or works with accompanist.
- May make recordings.

MAJOR GROUP 2

PROFESSIONALS

2815-15 POPULAR SINGER

Vocalist

Sings popular songs to entertain audiences.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Studies and rehearses music and special arrangements prior to performances.
- Sings in a group or individually on stage, radio or television.
- May make recordings and videos of performances.
- May compose own songs.
- May play a musical instrument.

2815-17 INSTRUMENTAL MUSICIAN

Instrumentalist

Plays musical instruments to entertain audiences or provide musical background.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Studies and rehearses musical scores prior to performances.
- Plays music in recital, as an accompanist, or as a member of an orchestra, band or other musical group, from score or by memory.
- May play under the direction of a conductor.
- May make recordings of musical performances.
- May provide musical backing for popular records, television commercials, radio, television or motion picture productions, or play in a theatre, opera or ballet orchestra.
- May improvise, transpose, compose, or arrange music.
- May teach music.

SPECIALISATION

Accompanist

2815-19 COMPOSER

Creates and writes musical compositions.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Invents melodic, harmonic and rhythmic structures to express ideas and emotions in musical form, musical works such as symphonies and operas, and incidental music for films, plays and television.
- Translates compositions into standard musical signs and symbols for reproduction or performance.
- May play musical instruments to assist in composing.
- May specialise in one type of music or in compositions for particular instruments.
- May arrange music and copy parts for radio, television, stage and film, and recording companies and advertising agencies.
- May conduct, play, sing or teach music.

SPECIALISATION

Songwriter

Writes words or music for songs.

2815-99 MUSICIANS, COMPOSERS AND RELATED PROFESSIONALS NEC

This residual grouping covers Musicians, Composers and Related Professionals not elsewhere classified.

SKILL LEVEL

Education: 3-4 year degree or diploma.

SPECIALISATIONS

Music Arranger

Adapts and modifies musical compositions and selects various combinations of instruments, voices, harmonic structures, rhythms, tempos and music dynamics to obtain desired style and effect.

Music Copyist

Copies and compiles parts from musical scores for performers within musical groups.

Orchestrator

Provides full score and parts for compositions based on a piano score or melody line, by transposing from one instrument or voice to another to accommodate particular instruments or performers and to improve dynamics, tempo and harmonic effects.

Chorister

Chorus Singer

2817-11 ACTOR

Portrays roles in dramatic productions for theatre, motion picture, radio, television or other audiences.

SKILL LEVEL

Education: 3-4 year degree or diploma, or 2 year associate diploma.

TASKS Include:

- Studies plays or productions to gain understanding of parts and characterisations.
- Learns lines and cues, and rehearses part, interpreting role by speech and gesture as directed.
- Acts part, interpreting role as developed in rehearsals.
- May act in commercials.

2817-13 VARIETY ARTIST

Entertains live audiences by performing variety acts.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Dances, sings, plays a musical instrument, performs impersonations, acts as a ventriloquist, tells jokes and humorous stories, performs acrobatics, juggles or performs magical tricks.
- May compere performances for the purpose of entertainment.

SPECIALISATIONS

Acrobat
Circus Artist
Clown
Comedian
Hypnotist
Impersonator
Juggler
Magician
Ventriloquist

2817-99 ACTORS AND RELATED PROFESSIONALS NEC

This residual grouping covers Actors and Related Professionals not elsewhere classified.

SKILL LEVEL

On-the-Job Training: Up to 5 years in a specialised area.

SPECIALISATIONS

Mime
Puppeteer
Stuntman/woman

2819-11 ANNOUNCER

Commentator

Broadcasts news, sports and other information on radio, television or public address systems, and introduces performers and hosts special events.

SKILL LEVEL

Education: 6 week-3 month certificate.

TASKS Include:

- Announces programs and music, and introduces entertainment items.
- Introduces entertainers, speakers or celebrities.
- Reads prepared news bulletins and makes special announcements.
- Makes live action commentary for sports, processions and other events.
- Presents opinions on sports, politics, social or economic matters.
- May interview public personalities at special events or in studios for live or taped broadcasts.
- May read advertisements or introduce and announce sponsored promotions.
- May write own script.

SPECIALISATIONS

Compere
Disc Jockey

2901-11 ECONOMIST

Produces reports and studies on theoretical or applied subjects relating to the economy at large or to particular industries.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Analyses inter-relationships between economic variables.
- Determines appropriate data and selects established economic techniques and tools, or develops new ones, to undertake economic analysis.
- Collects or assembles basic data and organises them into suitable forms for analysis.
- Prepares reports and studies, summarising developments and trends.
- Identifies the need for policy responses.
- May participate in the development and implementation of policies in industry or government.
- May analyse movements in particular industries, with reference to the efficiency of resource allocation.

SPECIALISATIONS**Agricultural Economist**

Studies the economic aspects of rural resource utilization and the production and marketing of farm products.

Econometrician

Develops quantitative models to illustrate and forecast economic behaviour and patterns using statistical methods.

Macro-economist

Analyses economy-wide movements in output, incomes and expenditure and the interactions between their major components.

International Trade Economist**Labour Economist****Transport Economist****2903-11 CLINICAL PSYCHOLOGIST**

Provides individuals and groups with consultation and assessment for the treatment and prevention of psychological disorders and the realisation of psychological potentials.

SKILL LEVEL

Education: 4 year degree plus 2 years graduate study.

Registration/Licensing: May be required with State or Territory Board.

TASKS Include:

- Assesses cognitive, behavioural and emotional disorders of individuals and develops, administers and evaluates individual and group treatment programs.
- Collects data about clients through interviews, case histories, observations and from families and referring agencies.
- Administers and interprets psychological tests to identify disorders and formulate plans for treatment.
- Follows up results of individual and group programs to determine reliability and validity of procedures used.
- May employ specialised psychological techniques such as bio-feedback, hypnosis, relaxation, psycho-drama and transactional analysis.
- May organise groups to develop self understanding and confidence, assertiveness, communication and other interpersonal skills.
- May interview people in clinics, hospitals, prisons, welfare and other institutions.
- May consult with other professionals in developing treatment programs.

SPECIALISATION**Neuropsychologist**

Provides consultation, assessment and treatment to persons with known or suspected brain damage.

2903-13 EDUCATIONAL PSYCHOLOGIST

Educational Guidance Officer

Investigates the processes of learning and teaching, and develops psychological principles and techniques to foster intellectual, social and emotional development and practical skills of individuals and groups in educational settings.

SKILL LEVEL

Education: 4-6 year degree.

TASKS Include:

- Conducts research to study motivation in learning, transfer of training in teaching, causes of individual differences in educational performance and the behaviour of classroom groups.
- Analyses characteristics of students, using interviews, observations of classroom behaviour, performance in psychological tests and information from parents, teachers and educational records to recommend educational programs to promote optimal development.
- Constructs and develops achievement, diagnostic and predictive tests to aid teachers and instructors in planning methods of teaching and content of courses.
- Develops special programs of remedial instruction.
- Studies characteristics of successful teachers to aid in selection and adjustment for effective teaching.
- Collaborates with education professionals in developing methods of organising and conducting programs of education and training, in planning curriculum content, and in evaluating programs.
- May provide educational and vocational guidance, training in study skills and personal counselling, to individuals and groups of students.

SPECIALISATION**School Psychologist****RELATED OCCUPATIONS**

Occupation 2603-17 Careers Counsellor and Adviser

Occupation 2603-99 specialisation, Student Counsellor

2903-15 OCCUPATIONAL PSYCHOLOGIST

Industrial Psychologist

Organisational Psychologist

Uses psychological principles and develops psychological techniques to study occupational behaviour, working conditions and organisational structures, and applies findings to problems of performance, work adjustment, personnel administration, organisational design and management.

SKILL LEVEL

Education: 4-6 year degree.

TASKS Include:

- Observes and interviews workers, supervisors and managers to establish physical, mental, educational and other job requirements and to achieve optimal physical and social structures.

- Develops and validates application forms, interview procedures, job simulations, rating scales, and psychological tests to assess abilities, aptitudes, skills, interests, and personality characteristics as aids in selection, placement counselling, appraisal and promotion.
- Assists with staff training and development programs.
- Evaluates selection, training, job design, and other procedures by statistical analyses of changes in personal and organisational effectiveness.
- Counsels employees with problems related to working environment.
- Conducts surveys and research studies on motivation and attitudes to work, design of jobs, relations within and between work groups and effectiveness of supervision, management and communication patterns.
- May advise management or unions on work stress, occupational health, organisational design or industrial relations problems.
- May study consumer needs for products and services and their reactions to new products and designs, using surveys, experiments and tests, and measuring the effectiveness of advertising media to aid in the sale of goods and services.

SPECIALISATIONS**Military Psychologist**

Applies psychological principles and techniques to selection, classification, training, assignment and management of service personnel.

Sports Psychologist

Studies psychological aspects of performance enhancement in sport.

RELATED OCCUPATION

Occupation 2999-99 specialisation, Ergonomist

2905-11 CURRICULUM DEVELOPMENT OFFICER

Conducts educational research and develops course curricula and associated teaching materials for use by educational institutions.

SKILL LEVEL

Education: 3-5 year degree or diploma plus graduate diploma.

TASKS Include:

- Consults with teachers, principals and administrative officials of educational institutions to co-ordinate programs and provide advice.
- Maintains awareness of, and evaluates new developments in, education by conducting research into educational systems.
- Serves on committees to identify present and future needs within the educational system, and plan, develop or modify facilities and programs.
- Documents subjects and courses developed, and evaluates new courses.
- Prepares reports and information papers.

- May organise and conduct workshops and conferences to train teachers in new programs and methods.

SPECIALISATION**Curriculum Advisory Teacher****2905-13 EDUCATION OFFICER**

Provides advice on approaches to education to school teachers and administrative officials of education departments.

SKILL LEVEL

Education: 3-5 year degree, or degree with graduate diploma.

TASKS Include:

- Reports on needs arising from subject development and student capabilities.
- Applies knowledge of learning processes and school structures to develop operational or training programs and submits them for decision and funding.
- Provides teacher assistance and undertakes school reviews, teacher assessment and educational planning in primary and secondary schools.
- May assess the suitability of teachers for promotion or further training.

SPECIALISATIONS**Early Child Care Adviser**

Assists in licensing child care establishments, undertakes periodic inspections of child care facilities and provides an advisory service to parents and communities on child care arrangements.

Home-School Liaison Officer**Pre-School Adviser****School Inspector****School Superintendent****2907-11 URBAN AND REGIONAL PLANNER**

Develops and implements plans and policies for the controlled use of urban and rural land, and advises on economic, environmental and social needs of local, sub-regional and regional areas.

SKILL LEVEL

Education: 3-4 year degree, or graduate degree or diploma.

TASKS Include:

- Compiles and analyses data on economic, legal, political, cultural, demographic, sociological, psychological, physical and environmental factors affecting land use.
- Confers with local and other government authorities, civic leaders, architects, social scientists, lawyers, and planning and development specialists.
- Devises and recommends use and development of land, and methods by which this may be achieved.

MAJOR GROUP 2

- Drafts and presents narrative and graphic plans, programs and designs to groups and individuals.
- Recommends measures affecting land use, public utilities, community facilities, housing and transportation to control and guide community development and renewal.
- May supervise and control the work of associates and technicians.

SPECIALISATIONS

Town Planner

Traffic and Transport Planner

RELATED OCCUPATION

Occupation 2201-11 Architect

2907-13 GEOGRAPHER

Studies and analyses the relationship between human activities and the natural environment.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Observes, collects and measures data on climate, soil and biological distribution, and social, economic and political activities.
- Analyses and interprets statistical data and experimental information.
- Advises on marketing problems, industrial and commercial site locations and environmental management.
- Advises or acts as consultant to governments and organisations on urban and regional planning, resource planning, tourism, transportation, boundary demarcations, pollution control, land use, placement of public facilities, housing, population trends, urban renewal and other matters.
- Edits and assists in the compilation of maps, atlases and other compendiums of geographic information.

SPECIALISATIONS

Physical Geographer

Studies and analyses the spatial distribution and inter-relationship of the elements of the natural environment.

Biogeographer

Economic Geographer

2907-15 HISTORIAN

Conducts research into past human activity and prepares chronological and thematic accounts of findings.

SKILL LEVEL

Education: 3-4 year degree.

PROFESSIONALS

TASKS Include:

- Conducts research into the history of countries, areas, institutions or periods, or into particular events, people, or aspect of history.
- Compiles historical data by consulting and studying the works of other historians and researchers and primary sources of information such as diaries and newspaper files, and by interviewing people.
- Organises, authenticates, evaluates and interprets data and presents findings and conclusions in written or other forms.
- May act as an adviser or consultant and perform research.
- May be involved with the setting up and supervising of museums.

SPECIALISATION

Economic Historian

2907-99 SOCIAL SCIENTISTS NEC

This residual grouping covers Social Scientists not elsewhere classified.

SKILL LEVEL

Education: 3-4 year degree or graduate diploma.

SPECIALISATIONS

Anthropologist

Gathers and analyses data on social and cultural behaviour, artefacts, language and human biology of groups and societies.

Makes comparative studies of the origin, development and functioning of human societies and cultures.

May supervise programs for the protection and preservation of monuments, sites and artefacts of historical, scientific or cultural significance.

Archaeologist

Prehistorian

Reconstructs cultures by studying material remains from archaeological excavations.

May review environmental impact studies and maintain detailed documentation to ensure the protection of artefacts and known sites.

Criminologist

Examines the systems by which criminals are brought to justice and explains the reasons for criminal behaviour.

Linguist

Studies foreign languages and the social and cultural aspects of language.

Political Scientist

Studies the theory, origin, development, inter-relationships and functioning of political institutions, movements and behaviour.

Sociologist

Studies the development, structure, social patterns and inter-relationships of human societies.

Observes and investigates social phenomena such as the family, the community, education, industrial relations, crime, politics, minority and ethnic relations, poverty and mass communications.

Market Research Analyst

2909-11 MATHEMATICIAN

Applies mathematical principles and techniques to solve problems in science, engineering, management and other fields.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Develops the mathematical theory underlying processes in the physical, biological and social sciences.
- Formulates mathematical models to simulate processes.
- Applies models to experimental observations and adjusts or recasts them.
- Adjusts mathematical principles and techniques in the solution of problems in research, development, production, distribution and other functional areas.
- Develops and performs computations and applies methods of numerical analysis.
- Operates or directs the operation of electronic computation equipment and other aids.
- Writes reports and papers for the guidance of management or for publication.
- May write computer programs or direct and supervise programming activities.

SPECIALISATION**Operations Research Analyst**

Conducts logical analyses of management and other operational problems and formulates mathematical models to produce solutions.

2909-13 STATISTICIAN

Designs statistical collections or compilations, statistical tools and processing systems, and uses these to produce statistical information and analyses.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Assists in establishing the nature and extent of areas to be examined.
- Specifies the type and amount of statistical data required.
- Identifies or develops statistical concepts and classifications.
- Chooses, designs or develops methods of obtaining statistical data, by extraction from existing records, by specific enquiry, survey or experiment.
- Determines the nature and extent of surveys, and plans, organises and designs questionnaires.
- Advises on, or controls, data collection.
- Evaluates and processes data obtained to provide measures of the reliability of findings.

- Reports on findings, arranging presentation of results in forms such as summary tables, graphs and charts.
- Describes sources of data and limitations on data reliability or utility to management, researchers and others.
- Analyses and interprets data to point out significant differences and relationships among sources of data.
- May work on the development of algorithms and assist in or direct the writing of computer programs for statistical processing.

SPECIALISATIONS**Mathematical Statistician**

Conducts research into the mathematical basis of statistics, develops statistical methodology and advises on its practical application.

Biometrician**Demographer****2909-15 ACTUARY**

Applies mathematical and statistical techniques to a range of practical problems in insurance, superannuation and financial activities.

SKILL LEVEL

Education: 3-4 year degree plus 3-4 years graduate study.

Registration/Licensing: Required with the Institute of Actuaries of Australia.

TASKS Include:

- Defines, analyses and solves complex business problems.
- Designs new types of policies, assesses risks and analyses investments in life insurance, superannuation funds, health insurance, friendly societies, stock exchanges and other areas.
- Assists with corporate investment policy and gives advice to management.
- Calculates company surpluses and advises on the distribution to policy holders.
- May examine financial projections for general insurance companies, finance companies and other institutions.
- May advise governments on the design and implementation of financial policies in such areas as superannuation funds and pensions, sickness, retirement and unemployment schemes.
- May work as a consultant, offering statistical and financial advice to general insurance companies, finance companies and other institutions.

2911-11 LIBRARIAN

Develops, organises and maintains collections of recorded material and provides information services for users based on collections and on library and information networks.

MAJOR GROUP 2

PROFESSIONALS

SKILL LEVEL

Education: 3-4 year specialist degree, or 3-4 year degree plus 1 year graduate diploma.

TASKS Include:

- Analyses the needs of the community in terms of the provision of library services and advises on the most appropriate service.
- Selects and recommends on the acquisition of books, periodicals, audio-visual and other material.
- Organises library collections by classifying and cataloguing material.
- Assists in the preparation and use of catalogues, lists and indexes.
- Manages inter-library loan systems.
- Reviews, evaluates and modifies services in response to user needs.
- May supervise library technicians, clerical and other support staff.
- May search bibliographic and computer data bases on behalf of clients.

SPECIALISATIONS

**Bibliographer
Cataloguer**

2999-11 CONSERVATOR

Plans and organises the conservation of materials and objects in libraries, archives, museums or art galleries.

SKILL LEVEL

Education: 3 year degree or 2 year associate diploma.

TASKS Include:

- Examines items to determine their condition and confirm their identification and authenticity.
- Carries out scientific analyses to determine causes and extent of deterioration and recommends remedial action.
- Implements restoration procedures to correct damage or deterioration, and records details of restorative measures taken.
- Advises on optimum storage conditions and handling methods for valuable items.
- Advises on acquisition of conservation equipment and materials.
- Organises systematic inspections of collections and prepares written reports.
- May give lectures and demonstrations on conservation techniques to institutions, agencies and private collectors, and provide in-service training.
- May conduct research into the causes of deterioration and develop techniques, procedures and standards for protection, treatment and restoration.

- May specialise in conservation of paper and audio visual materials in libraries and archives, paintings and other works of art in galleries, and other natural and cultural materials in museums.

2999-13 ARCHIVIST

Organises the receipt, storage and disposal of records, describes them and ensures their safe-keeping by regulating access.

SKILL LEVEL

Education: 3-4 year degree plus graduate diploma.

TASKS Include:

- Preserves records for legal, administrative or other purposes.
- Undertakes appraisals based on knowledge of the administrative and historical context of records and their use.
- Prepares procedures for the destruction or retention of records.
- Surveys records maintained by agencies and individuals and negotiates for their transfer to archival custody.
- Arranges records according to analysis of their administrative origin and order.
- Prepares administrative histories and compiles guides, inventories and indexes to facilitate reference and research.
- Assists users in the interpretation of record-keeping systems.
- Provides reference services and informs users of the range and availability of material.
- Administers access provisions laid down by legislation, agency regulation or depositors' directions.
- Selects documents for reproduction and publication and edits microfilm and other copies.
- Arranges public displays of documents.
- Directs processes for the conservation and restoration of records.
- Directs the destruction of records designated as of non-permanent value after an appropriate period.
- May write for research journals or other publications.

2999-15 RESEARCH WORKERS NEC

Undertakes research in a variety of fields for academics, parliamentarians or other professionals.

SKILL LEVEL

Education: 3-4 year degree.

TASKS Include:

- Gathers information and data through observation, interviewing, searches of documents or experimentation.
- Makes preliminary analysis and evaluation of data.
- Reports findings verbally or in writing.

2999-17 RECREATION OFFICER

Recreation Adviser

Plans, organises and co-ordinates recreation facilities and programs.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Studies and analyses recreation needs and resources.
- Develops and implements recreation management policies on behalf of government and community service organisations.
- Encourages and assists in the implementation of recreation projects and programs through existing organisations, such as schools, church bodies and youth organisations.
- Interprets recreation policies and programs and answers inquiries about them.
- Provides technical and professional advice to urban planners and others concerned with the provision of recreation facilities.
- Advises on requirements for, and procurement of, new equipment and materials, and on the design of new facilities.
- Prepares or assists with the preparation of budgets.
- May recruit, train and supervise recreation or play leaders.

SPECIALISATION

Activities Officer

Plans and arranges recreational activities at tourist resorts or for special events.

2999-19 INTERPRETER

Translates spoken statements verbally into another language.

SKILL LEVEL

Education: 3 year degree or 2 year associate diploma.

TASKS Include:

- Provides simultaneous verbal renditions of speeches into the language of other participants at international conferences, debates, discussions or negotiations.
- Summarises the meaning and feeling of what is said in courts, hospitals, schools and in other environments using the language of the audience.

- May translate written texts.

2999-21 TRANSLATOR

Renders documents into other languages in written form.

SKILL LEVEL

Education: 3 year degree or 2 year associate diploma.

TASKS Include:

- Studies original texts to comprehend meanings and converts them into another language to convey the original meanings.
- Consults dictionaries and other reference sources to determine accurate meanings of terms.
- Ensures that phraseology and terminology of legal, technical or scientific texts are correctly rendered.
- Conveys the original spirit and feeling of literary works in translation.
- Specialises in particular languages, or in particular types of subject matter eg law, health, science/technology.
- May revise translations to improve them.
- May act as an Interpreter.

2999-23 INTELLIGENCE OFFICER

Collects, analyses, assesses and interprets information for military and political purposes.

SKILL LEVEL

Education: 3-4 year degree or diploma.

TASKS Include:

- Collects political, military, economic, geographic and demographic information.
- Assesses information to estimate the intentions, capabilities and reactions of individuals, organisations and governments.
- Writes reports.

2999-99 PROFESSIONALS NEC

This residual grouping covers Professionals not elsewhere classified.

SKILL LEVEL

Education: 3-4 year degree or diploma.

SPECIALISATIONS

Court Registrar

Supervises the documentation, listing and recording of court actions as a judicial and administrative officer of a higher court.

Ergonomist

Investigates the design and use of equipment and systems and examines their suitability for human operators.

Executive Assistant

Provides executive assistance to managers by co-ordinating the preparation of policy submissions, briefing papers, reports and speeches and undertaking special projects.

Master of the Court

Carries out administrative functions as chief clerks of state supreme courts, decides procedural issues prior to civil cases and decides contested applications.

May hear cases by consent of the parties concerned .

Prothonotary**Clerk of High Court**

Assists justices of higher courts in administrative matters and acts on their behalf.

Occupational Hygienist

Identifies and evaluates hazards arising in or from the workplace, and controls those hazards which may cause impaired health or discomfort to workers or inhabitants.

Industrial Registrar**Military Personnel Selection Assessor****Oenologist****Patent Examiner**

MAJOR GROUP 3

PARA-PROFESSIONALS

- 31 Medical and Science Technical Officers and Technicians**
- 32 Engineering and Building Associates and Technicians**
- 33 Air and Sea Transport Technical Workers**
- 34 Registered Nurses**
- 35 Police**
- 39 Miscellaneous Para-Professionals**



MAJOR GROUP 3

PARA-PROFESSIONALS

3 PARA-PROFESSIONALS

31 MEDICAL AND SCIENCE TECHNICAL OFFICERS AND TECHNICIANS

3101 MEDICAL TECHNICAL OFFICERS AND TECHNICIANS

- 3101-11 Medical Laboratory Technical Officer
- 3101-13 Medical Laboratory Technician
- 3101-15 Dental Therapist
- 3101-99 Medical Technical Officers and Technicians nec

3103 SCIENCE TECHNICAL OFFICERS AND TECHNICIANS

- 3103-11 Chemistry Technical Officer
- 3103-13 Chemistry Technician
- 3103-15 Earth Science Technical Officer
- 3103-17 Earth Science Technician
- 3103-19 Physics Technical Officer
- 3103-21 Physics Technician
- 3103-23 Textiles Technical Officer
- 3103-25 Life Science Technical Officer
- 3103-27 Life Science Technician
- 3103-29 Agricultural Technical Officer
- 3103-31 Agricultural Technician

32 ENGINEERING AND BUILDING ASSOCIATES AND TECHNICIANS

3201 ELECTRICAL AND ELECTRONIC ENGINEERING ASSOCIATES AND TECHNICIANS

- 3201-11 Electrical Engineering Associate
- 3201-13 Electrical Engineering Technician
- 3201-15 Electronics Engineering Associate
- 3201-17 Electronics Engineering Technician

3203 CIVIL ENGINEERING ASSOCIATES AND TECHNICIANS

- 3203-11 Civil Engineering Associate
- 3203-13 Civil Engineering Technician

3205 MECHANICAL ENGINEERING ASSOCIATES AND TECHNICIANS

- 3205-11 Mechanical Engineering Associate
- 3205-13 Mechanical Engineering Technician

3207 BUILDING, ARCHITECTURAL AND SURVEYING ASSOCIATES AND TECHNICIANS

- 3207-11 Building Technician

3207-13 Architectural Associate

3207-15 Surveying Associate

3299 OTHER ENGINEERING AND BUILDING ASSOCIATES AND TECHNICIANS

- 3299-11 Metallurgical Technician
- 3299-99 Engineering and Building Associates and Technicians nec

33 AIR AND SEA TRANSPORT TECHNICAL WORKERS

3301 AIRCRAFT PILOTS

3301-11 Aircraft Pilot

3303 AIR TRANSPORT OPERATING SUPPORT WORKERS

- 3303-11 Air Traffic Controller
- 3303-13 Flight Service Officer
- 3303-15 Flight Engineer
- 3303-17 Airways Surveyor
- 3303-19 Airworthiness Surveyor
- 3303-21 Examiner of Flightcrew
- 3303-23 Aircraft Navigator
- 3303-25 Aircraft Crewman/woman (Military and Rescue)
- 3303-27 Loadmaster
- 3303-91 Trainee Air Traffic Controller
- 3303-93 Trainee Flight Service Officer
- 3303-99 Air Transport Operating Support Workers nec

3305 SHIP'S PILOTS AND DECK OFFICERS

- 3305-11 Ship's Captain
- 3305-13 Ship's Officer
- 3305-15 Master Fisherman/woman
- 3305-91 Cadet Deck Officer

3307 MARINE ENGINEERS AND SURVEYORS

- 3307-11 Marine Engineer
- 3307-13 Marine Engineer Surveyor
- 3307-15 Marine Surveyor
- 3307-91 Trainee Marine Engineer

34 REGISTERED NURSES

3401 REGISTERED NURSES

- 3401-01 Nursing Supervisor
- 3401-11 Registered General Nurse
- 3401-13 Registered Community Health Nurse
- 3401-15 Registered Midwife

PARA-PROFESSIONALS**MAJOR GROUP 3**

3401-17 Registered Mental Retardation Nurse
3401-19 Registered Psychiatric Nurse
3401-91 Student Registered Nurse
3401-99 Registered Nurses nec

35 POLICE**3501 POLICE**

3501-01 Police Supervisor
3501-11 Policeman/woman
3501-13 Detective

39 MISCELLANEOUS PARA-PROFESSIONALS**3901 WELFARE PARA-PROFESSIONALS**

3901-11 Community Worker
3901-13 Parole Officer
3901-15 Welfare Officer
3901-17 Youth Worker

3903 PERFORMING ARTS SUPPORT WORKERS

3903-01 Supervisor, Performing Arts Support Workers
3903-11 Sound Technician
3903-13 Motion Picture Camera Operator
3903-15 Television Equipment Operator
3903-17 Broadcast Transmitter Operator
3903-19 Light Technician
3903-99 Performing Arts Support Workers nec

3905 INSPECTORS AND REGULATORY OFFICERS

3905-01 Supervisor, Inspectors and Regulatory Officers
3905-11 Building Inspector
3905-13 Safety Inspector
3905-15 Primary Products Inspector
3905-17 Train Examiner
3905-19 Customs Investigator
3905-21 Health Inspector
3905-23 Arbitration Inspector
3905-25 Water Usage Inspector
3905-27 Corporate Safety Officer
3905-29 Insurance Assessor (except Health)
3905-31 Traffic Inspector
3905-99 Inspectors and Regulatory Officers nec

3907 CHILD CARE CO-ORDINATORS

3907-11 Child Care Co-ordinator

3909 AMBULANCE OFFICERS

3909-11 Ambulance Officer

3911 PRISON OFFICERS

3911-01 Chief Prison Officer
3911-11 Prison Officer

3913 PROCUREMENT OFFICERS

3913-11 Purchasing Officer
3913-13 Commodities Buyer
3913-15 Retail Buyer

3915 SPORTSPERSONS AND RELATED WORKERS

3915-11 Coach (Sport)
3915-13 Jockey
3915-15 Other Sportspersons
3915-17 Racecourse Official
3915-19 Referee
3915-91 Apprentice Jockey

3999 OTHER PARA-PROFESSIONALS

3999-01 Supervisor, Other Para-Professionals
3999-11 Radio Telegraphist
3999-13 Museum and Art Gallery Technician
3999-15 Library Technician
3999-17 Layout Artist
3999-19 Window Dresser
3999-21 Interior Decorator
3999-23 Photographic Studio Assistant
3999-25 Photograph Retoucher
3999-27 Forms Analyst and Designer
3999-29 Credit and Loans Analyst
3999-31 Park Ranger
3999-33 Military Disciplinary Supervisor
3999-35 Wool Classer
3999-37 Hide and Skin Classer
3999-99 Para-Professionals nec

MAJOR GROUP 3

3101-11 MEDICAL LABORATORY TECHNICAL OFFICER

Performs complex technical support functions in medical laboratory science and co-ordinates medical laboratory work.

SKILL LEVEL

Education: 2 year associate diploma or certificate.

Previous Experience: 1-2 years as a medical laboratory technician.

TASKS Include:

- Performs tasks covered by the generic title Associate.
- Oversees medical laboratory activities.
- Performs complex tasks associated with medical laboratory work such as blood, urine, electrocardiograph and basal metabolism tests and microscopic examinations.
- Controls the use and maintenance of laboratory equipment.

RELATED OCCUPATIONS

Unit Group 2109 Medical Testing Professionals
Occupation 2303-37 Pathologist

3101-13 MEDICAL LABORATORY TECHNICIAN

Carries out routine laboratory tests and other procedures for use in diagnosing and treating diseases and disorders of the human body.

SKILL LEVEL

Education: 1 year certificate.

TASKS Include:

- Performs tasks covered by the generic title Technician.
- Collects blood samples, takes blood counts, and performs tests to determine bleeding, coagulation time, blood types and other characteristics of blood.
- Prepares and stains slides of micro-organisms for microscopic examination.
- Performs urine analyses and other standard body-fluid tests.
- Prepares patients for, and performs, basal metabolism and electrocardiograph tests.
- Cleans, washes and sterilises laboratory glassware and equipment.

SPECIALISATIONS

Clinical Biochemistry Technician
Clinical Microbiology Technician
Cytopathology Technician
Haematology Technician
Histopathology Technician

PARA-PROFESSIONALS

RELATED OCCUPATIONS

Unit Group 2109 Medical Testing Professionals
Occupation 2303-37 Pathologist

3101-15 DENTAL THERAPIST Oral Therapist

Examines and treats ailments of the teeth, mainly among pre-school and primary school children, under the supervision of dentists.

SKILL LEVEL

Education: 2 year associate diploma or certificate.

Previous Experience: Up to 2 years as a dental nurse.

TASKS Include:

- Carries out oral examinations including dental radiography.
- Gives pre and post-operative instruction to patients.
- Applies rubber dams, irrigates mouths and removes sutures.
- Applies solutions to teeth and oral tissues.
- Removes dental calculus and cleans and polishes teeth and restorations.
- Prepares cavities and restores teeth using amalgam, cement or plastic materials.
- Performs forceps extractions of deciduous teeth.
- Takes part in programs to educate and motivate children, their parents and the community in matters relating to oral health.
- May administer local analgesics.

SPECIALISATION

Dental Hygienist

RELATED OCCUPATIONS

Unit Group 2305 Dental Practitioners
Unit Group 6605 Dental Nurses

3101-99 MEDICAL TECHNICAL OFFICERS AND TECHNICIANS NEC

This residual grouping covers Medical Technical Officers and Technicians not elsewhere classified.

SKILL LEVEL

Education: 1-2 year associate diploma or certificate.

SPECIALISATIONS

Anaesthetic Technician

Operates anaesthetising equipment under the direction of anaesthetists.

Audiometrist

Administers audiometric tests and examinations under the direction of audiologists or medical practitioners to obtain information on patients' hearing abilities.

Cardiac Technician

Electrocardiographic Technician

Assists Cardiographers in cardiac diagnosis and treatment by recording changes in the electrical activity of the heart structures using electro and vector-cardiography, examining heart sounds, measuring heart pressure, detecting malfunctions and deformities of the heart using x-ray equipment, and testing prosthetic devices after implantation.

Neurophysiological Technician

Electroencephalographic Technician

Operates equipment under the direction of Neurologists and other medical practitioners to diagnose and treat disorders of the central nervous system by recording electrical activity from the brain while stimulating the sensory systems.

Renal Technician

Dialysis Technician

Operates equipment used in renal medicine for diagnostic and therapeutic purposes under the direction of Nephrologists or other medical practitioners.

3103-11 CHEMISTRY TECHNICAL OFFICER

Carries out complex technical support functions in chemistry research, design and development under the direction of Chemists or Chemical Engineers.

SKILL LEVEL

Education: 2 year associate diploma or certificate.

Previous Experience: 1-2 years as a chemistry technician.

TASKS Include:

- Performs tasks covered by the generic title Associate.
- Conducts chemical experiments by designing and constructing equipment and controlling experimental procedures.
- Controls the quality and quantity of laboratory supplies by testing samples and monitoring usage.
- Ensures that experiments are carried out according to instructions.
- May be responsible, in production environments, for maintaining standards of raw material supplies and for ensuring prescribed procedures are followed.
- May design chemical experiments.
- May solve chemical problems.

SPECIALISATIONS

Chemical Instrumentation Technical Officer

Chemical Process Analyst

Chemical Research Technical Officer

RELATED OCCUPATIONS

Unit Group 2101 Chemists

Unit Group 2207 Chemical Engineers

3103-13 CHEMISTRY TECHNICIAN

Carries out a limited range of technical functions in chemistry, primarily in relation to laboratory operation and maintenance, and quality and process control activities.

SKILL LEVEL

Education: 1 year certificate.

On-the-Job Training: 3 months.

TASKS Include:

- Performs tasks covered by the generic title Technician.
- Conducts standard chemical and physical laboratory tests and makes routine qualitative and quantitative analyses of materials including liquids and gases.
- Sets up laboratory equipment and instrumentation required for tests, research or process control.
- Prepares chemical solutions for use in tests, following standardised formulae and procedures.
- May set up and operate small scale chemical pilot-plant equipment under laboratory conditions for testing chemical methods and processes.
- May work with radioactive materials, carrying out radiochemical procedures under supervision.

RELATED OCCUPATIONS

Unit Group 2101 Chemists

Unit Group 2207 Chemical Engineers

3103-15 EARTH SCIENCE TECHNICAL OFFICER

Carries out complex technical functions within a framework of established scientific practices in support of earth scientists.

SKILL LEVEL

Education: 2 year associate diploma or certificate.

Previous Experience: 1-2 years as an earth science technician.

TASKS Include:

- Performs tasks covered by the generic title Associate.
- Collates information collected by surveys such as geological field surveys, seismic surveys and meteorological observations.
- Analyses data using methodology prescribed by earth scientists to interpret survey results.
- Presents results in graphic or written form by preparing maps, charts and diagrams, or writing reports.

SPECIALISATIONS

Geology Technical Officer

Analyses, records and maps geological survey information and investigates mineral extraction methods.

Geophysical Technical Officer

Analyses, records and maps geophysical data such as seismic, magnetic and gravity measurements.

Meteorological Technical Officer

Analyses, records and maps meteorological data to provide information such as public weather broadcasts.

Soils Science Technical Officer**RELATED OCCUPATIONS**

Unit Group 2103 Geologists and Geophysicists
Unit Group 2199 Other Natural Scientists

3103-17 EARTH SCIENCE TECHNICIAN

Performs a limited range of technical functions in support of earth scientists by making observations and measurements, recording and plotting information, collecting and analysing samples, and maintaining collections and equipment.

SKILL LEVEL

Education: 1 year certificate.

On-the-Job Training: 3-6 months.

TASKS Include:

- Performs tasks covered by the generic title Technician.
- Makes observations, takes measurements and collects samples.
- Performs routine analysis and classification, and makes computations of measurements.
- Prepares samples for testing.
- Records testing activities and results.
- Plots data against specific tables or past results to establish patterns.
- Checks, calibrates, sets and maintains testing equipment including electronic equipment.
- Presents results in standard forms.

SPECIALISATIONS**Gravity Prospecting Observer****Seismic Prospecting Observer**

Takes measurements and records data for mineral prospecting surveys.

Hydrological Technician**Hydrographer**

Measures and records rates of flow and levels of water, collects and analyses water samples and records and plots data.

Meteorological Observer

Analyses and records meteorological information.

Geochemical Technician**Geology Technician****Geophysics Technician****Lapidary Technician****Mineral Separation Technician****Palaeontology Technician****Soil Science Technician****Well-Logging Technician****RELATED OCCUPATIONS**

Unit Group 2103 Geologists and Geophysicists
Unit Group 2199 Other Natural Scientists

3103-19 PHYSICS TECHNICAL OFFICER

Carries out complex technical support functions in physics research, design and development activities.

SKILL LEVEL

Education: 2 year associate diploma or certificate.

Previous Experience: 1-2 years as a physics technician.

TASKS Include:

- Performs tasks covered by the generic title Associate.
- Carries out experiments, tests and analyses in physics.
- Controls the use of research, computer and measurement facilities for technical work.
- Develops instruments and equipment for physics research and experimentation.
- Performs measurements and processes data.
- May study physics problems and suggest solutions.

SPECIALISATIONS**Optics Technical Officer****Spectroscopic Technical Officer****RELATED OCCUPATIONS**

Unit Group 2105 Physicists

3103-21 PHYSICS TECHNICIAN

Carries out a limited range of technical functions in physics, primarily by setting up and operating measuring equipment and recording experimental results.

SKILL LEVEL

Education: 1 year certificate.

On-the-Job Training: 3 months.

TASKS Include:

- Performs tasks covered by the generic title Technician.
- Sets up and operates equipment for making physical measurements and operates physics research facilities following specifications and guidance from physicists.
- Maintains and repairs test equipment.
- May carry out routine data processing using computers.

SPECIALISATION**Vacuum Technician****RELATED OCCUPATIONS**

Unit Group 2105 Physicists

3103-23 TEXTILES TECHNICAL OFFICER

Performs technical functions in various aspects of the design, production and quality control of textile products.

SKILL LEVEL

Education: 2 year associate diploma or certificate.

Previous Experience: 1-2 years as a technician.

TASKS Include:

- Performs tasks covered by the generic title Associate.
- Analyses fibres and designs fabrics, and prepares specifications for their production.
- Selects and develops dyestuffs and dyeing formulae for the production of given shades of fabric.
- Obtains and analyses test data, and sets and maintains standards of quality.
- Supervises production in textile plants in departments such as spinning, weaving, knitting, dyeing, finishing and garment manufacturing.
- Establishes production allocation schedules and maintains and supervises the preparation of records and analytical reports.

SPECIALISATIONS

Dyeing and Finishing Technical Officer

Fabric Design Technical Officer

3103-25 LIFE SCIENCE TECHNICAL OFFICER

Carries out complex technical support functions in life sciences.

SKILL LEVEL

Education: 2 year associate diploma or certificate.

Previous Experience: 1-2 years as a life science technician.

TASKS Include:

- Performs tasks covered by the generic title Associate.
- Isolates, identifies and collects living organisms and maintains collections of specimens.
- Conducts field and laboratory studies of life forms.
- Observes living organisms to study their appearance, behaviour and life cycles.
- Conducts experiments and observes their results to detail the reaction of living organisms to stimuli such as the reaction of organisms to light and temperature, and the effect of environment, nutrition and chemical agents on organisms.
- Sets up and uses experimental equipment.
- Prepares specimens for microscopic observation by freezing, dehydrating, smearing, slicing and staining material and mounting it on glass slides.
- Uses irradiation and radioactive isotopes and trace elements to conduct experiments.
- May analyse and test soils for their effects on life forms.

- May experiment with industrial and food production processes by observing the effects of bacteria and micro-organisms on fermentation or food processing.

- May handle experiments on heredity by breeding rapidly developing organisms or by inducing mutations by irradiation.

SPECIALISATIONS

Fisheries Technical Officer

Studies aquatic life forms as part of the fishing industry.

Forestry Technical Officer

Co-ordinates forestry research projects and supervises forestry production work.

Microbiology Technical Officer

Studies microscopic life forms using magnifying equipment and may grow cultures of significant micro-organisms.

Biology Technical Officer

Botany Technical Officer

Ecological Technical Officer

Zoology Technical Officer

RELATED OCCUPATIONS

Unit Group 2107 Life Scientists

3103-27 LIFE SCIENCE TECHNICIAN

Carries out routine technical support functions in life sciences.

SKILL LEVEL

Education: 1 year certificate.

On-the-Job Training: 3 months.

TASKS Include:

- Performs tasks covered by the generic title Technician.
- Maintains laboratory and field specimens such as animals, plants and micro-organisms.
- Carries out experimental procedures such as taking animal blood samples, testing seed and experimental plants, cross pollinating plants, analysing soil, surveying and measuring forest trees.
- Prepares chemicals, vaccines, toxoids, antiserums and hormones, inoculates animals and plants and records results.
- Inspects and tests animals and plants for diseases.
- Records experimental and test results, performs routine mathematical calculations and prepares graphs.
- Collects, classifies and preserves specimens and samples.
- Cleans and maintains equipment and facilities.
- Breeds and maintains experimental plants and animals.
- May perform minor surgical procedures on animals.
- May assist with genetic and grafting experiments.

SPECIALISATIONS

Animal Technician

MAJOR GROUP 3

Botanical Technical Assistant
Botanical Technician
Forest Assessor
Forestry Technician
Horticultural Technician
Hydroponics Technician
Mycological Technician
Plant Pathology Technician
Tree Marker

RELATED OCCUPATIONS

Unit Group 2107 Life Scientists

3103-29 AGRICULTURAL TECHNICAL OFFICER

Carries out complex technical support functions and provides advice in areas of agriculture such as research, production servicing and marketing.

SKILL LEVEL

Education: 2 year associate diploma or certificate.
Previous Experience: 1-2 years as an agricultural technician.

TASKS Include:

- Performs tasks covered by the generic title Associate.
- Examines the topographical, physical and soil characteristics of farmland to determine its most effective utilisation and identify nutrient deficiencies.
- Assists in developing new methods of planting, fertilising, harvesting, processing and transporting crops to achieve optimum land usage.
- Identifies pathogenic micro-organisms and insects, parasites, fungi and weeds harmful to crops and livestock, and assists in devising methods of control.
- Analyses produce to set and maintain standards of quality.
- Inspects livestock to gauge the effectiveness of feed formulae.
- Assists in controlled breeding experiments to develop improved strains.
- Advises producers on farming techniques and management.
- Arranges the supply of drugs, vaccines and other chemicals and gives producers advice on their use.
- Collects and collates data for research.
- Plans slaughtering, harvesting and other aspects of production processes.
- Solves production problems or arranges specialist advice for producers.

SPECIALISATIONS

Cereals Technical Officer
Horticultural Technical Officer

RELATED OCCUPATION

Occupation 2107-27 Agricultural Extension Officer

PARA-PROFESSIONALS

3103-31 AGRICULTURAL TECHNICIAN

Carries out routine technical support functions for agricultural research and production.

SKILL LEVEL

Education: 1 year certificate.
On-the-Job Training: 3 months.

TASKS Include:

- Performs tasks covered by the generic title Technician.
- May prepare seedbeds, plant and fertilise crops in commercial, advisory or research situations.
- May observe and record plant growth, health and productivity to monitor farming efficiency.
- May arrange application of agents such as herbicides and insecticides to crops.
- May assist in livestock feeding in commercial agriculture, as a service or for research.
- May observe livestock at specified intervals to note changes in their physical condition revealed by appetite, lustre of coat or plumage, level of activity, weight variation, and egg or milk production and quality.
- May administer medication to livestock under veterinary supervision, observing and recording physical condition.
- May collect, examine and preserve semen for use in artificial insemination.
- May record responses to diet variations.

SPECIALISATIONS

Artificial Insemination Technician

Inseminates female livestock by selecting semen, preparing female, placing semen dose into syringe, inserting syringe and injecting semen to fertilise livestock, and recording details.

Dairy Technician

Field Crop Technician

Poultry Technician

3201-11 ELECTRICAL ENGINEERING ASSOCIATE

Carries out complex technical functions in the planning, design, manufacture, assembly, construction, operation and maintenance of electrical facilities, installations, components, equipment and distribution systems.

SKILL LEVEL

Education: 2 year associate diploma or certificate.
Previous Experience: 2-4 years as an electrical engineering technician.

TASKS Include:

- Performs tasks covered by the generic title Associate.
- Assists Electrical Engineers in the design and layout of electrical installations and circuitry on switchyards, substations, switchgear, cabling systems and motor control systems.

- Prepares drawings, plans and diagrams of electrical installations and circuitry.
- Estimates material costs and quantities.
- Ensures that designs and finished products are within specifications, regulations and contract provisions.
- Collects data, performs complex computations and prepares diagrams.
- Assists in testing and commissioning of electrical equipment and installations and in the supervision of operations and maintenance.
- Assists with research and experimentation programs.

SPECIALISATIONS

Electrical Engineering Design Draftsperson
Electrical Engineering Drafting Officer
Electrical Engineering Technical Officer
Relays Drafting Officer
Substation Design Draftsperson

RELATED OCCUPATION

Occupation 2211-11 Electrical Engineer

3201-13 ELECTRICAL ENGINEERING TECHNICIAN

Carries out limited technical support functions in electrical engineering design, research, manufacture, construction, operation and maintenance.

SKILL LEVEL

Education: 1 year certificate, or post trade qualification.

On-the-Job Training: 2 months.

TASKS Include:

- Performs tasks covered by the generic title Technician.
- Assists Electrical Engineers and Electrical Engineering Associates in field, workshop and office activities.
- Performs tests.
- Undertakes complex electrical workshop functions such as assemblies for protection relays, metering and indicating devices.
- Assembles, installs, tests and calibrates electrical installations to conform with regulations and safety requirements.

SPECIALISATIONS

Electrical Engineering Detail Draftsperson
Electrical Engineering Drafting Assistant
Electrical Instrument Technician

RELATED OCCUPATION

Occupation 2211-11 Electrical Engineer

3201-15 ELECTRONICS ENGINEERING ASSOCIATE

Carries out complex technical functions in support of electronic equipment research, design, manufacture, installation and maintenance.

SKILL LEVEL

Education: 2 year associate diploma or certificate.

On-the-Job Training: 2-4 years as an electronics engineering technician.

TASKS Include:

- Performs tasks covered by the generic title Associate.
- Assists Electronics Engineers in the development, design, testing, manufacture, assembly and maintenance of electronic equipment and associated circuitry such as radio, television, communications and process control equipment.
- Prepares drawings, plans and diagrams for electronic engineering work.
- Constructs and tests prototype electronic devices.
- Undertakes more difficult and complex calibrations, tests and adjustments.
- Collects and analyses data, carries out complex computations and prepares reports.
- Estimates material costs and quantities.
- Inspects designs and installations for conformity with specifications, drawings, contracts and regulations.
- Evaluates the performance of electronic equipment.
- Selects, commissions and maintains electronic equipment.
- Develops specifications for, and assists engineers in the commissioning of, non-standard systems and equipment.
- Organises and supervises maintenance activities, and diagnoses and directs rectification of faults in electronic equipment and systems.
- May operate and maintain complex telecommunications equipment including computer controlled equipment.
- May assist engineers in the design, manufacture and maintenance of process control and instrumentation systems using electronic, digital, electrical and pneumatic sensors, signal systems, instruments, controllers, recorders and indicators.

SPECIALISATIONS

Aircraft Electronics Technical Officer
Communications and Data Systems Drafting Officer
Communications Engineering Technical Officer
Control Systems Drafting Officer
Digital Controls Technical Officer
Electronics Engineering Design Draftsperson
Electronics Engineering Drafting Officer
Electronics Engineering Technical Officer
Flight Surveyor
Process Control Technical Officer
Radio Maintenance Officer
Telecommunications Technical Officer

MAJOR GROUP 3

PARA-PROFESSIONALS

RELATED OCCUPATIONS

Occupation 2211-13 Electronics Engineer
Occupation 4399-99 Electrical and Electronics
Tradespersons nec

3201-17 ELECTRONICS ENGINEERING TECHNICIAN

Provides limited technical support functions in electronic research, design, manufacture, operation and maintenance.

SKILL LEVEL

Education: 1 year certificate, or post trade qualification.

On-the-Job Training: 2 months.

TASKS Include:

- Performs tasks covered by the generic title Technician.
- Assembles circuitry for electronic equipment in accordance with technical manuals and engineers' instructions.
- Tests electronic instruments and equipment, repairing or replacing defective components.
- Calibrates electronic measuring and indicating instruments according to established standards.
- Installs, tests, repairs and modifies electronic equipment, following technical manuals or engineers' instructions.

SPECIALISATIONS

Aerial Survey Technician

Operates and maintains electronic equipment used in aerial survey work.

Communications Electronic Systems Technician (Air Force)

Communications Engineering Technician

Electronics Detail Drafting Assistant

Electronics Detail Draftsperson

Printed Circuit Board Designer

Process Control Technician

Telemetry Technician

RELATED OCCUPATION

Occupation 2211-13 Electronics Engineer

3203-11 CIVIL ENGINEERING ASSOCIATE

Carries out complex technical support functions in civil engineering research, design, construction, operations and maintenance.

SKILL LEVEL

Education: 2 year associate diploma or certificate.

Previous Experience: 2-4 years as a civil engineering technician.

TASKS Include:

- Performs tasks covered by the generic title Associate.

- Assists Civil Engineers in their work.
- Performs and directs fieldwork, laboratory testing and analysis of results.
- Collects and analyses data, carries out complex computations and prepares diagrams.
- Prepares drawings, plans and designs for construction work.
- Estimates material costs and ensures finished works are within specifications, regulations and contract provisions.
- Inspects civil engineering works and organises and supervises maintenance and repair work.

SPECIALISATIONS

Civil Engineering Design Draftsperson

Civil Engineering Drafting Officer

Civil Engineering Technical Officer

Road Design Draftsperson

Sewage Reticulation Drafting Officer

Structural Design Draftsperson

Structural Engineering Drafting Officer

RELATED OCCUPATIONS

Unit Group 2209 Civil Engineers

3203-13 CIVIL ENGINEERING TECHNICIAN

Provides limited technical support functions in civil engineering research, design, construction, operations and maintenance.

SKILL LEVEL

Education: 1 year certificate, or post trade qualification.

On-the-Job Training: 2 months.

TASKS Include:

- Performs tasks covered by the generic title Technician.
- Assists Civil Engineers and Civil Engineering Associates to conduct field and laboratory tests of construction materials and soils, and collect data for traffic surveys.
- Prepares computations, sketches, charts and tabulations for civil engineering works such as drainage, water supply, sewage reticulation systems, roads, airports, dams, bridges and other structures.

SPECIALISATIONS

Civil Engineering Detail Draftsperson

Civil Engineering Drafting Assistant

RELATED OCCUPATIONS

Unit Group 2209 Civil Engineers

3205-11 MECHANICAL ENGINEERING ASSOCIATE

Carries out complex technical support functions in mechanical engineering research and in the design, manufacture, construction, operation, production and maintenance of machines, manufacturing equipment, mechanical installations and mechanical facilities.

SKILL LEVEL

Education: 2 year associate diploma or certificate.

Previous Experience: 2-4 years as a mechanical engineering technician.

TASKS Include:

- Performs tasks covered by the generic title Associate.
- Assists Mechanical Engineers in the design of mechanical equipment and plant.
- Collects and analyses data, carries out complex computations and prepares diagrams.
- Prepares drawings, plans and designs for mechanical engineering work.
- Performs or directs field or laboratory testing and analysis of results.
- Estimates material costs and quantities, and machinery requirements.
- Ensures that designs and finished work are within specifications, regulations and contract provisions.
- Selects tools and equipment.
- Organises and supervises inspection and maintenance of machinery and plant.

SPECIALISATIONS

Air-Conditioning Drafting Officer
Heating and Ventilating Technical Officer
Mechanical Engineering Design Draftsperson
Mechanical Engineering Drafting Officer
Mechanical Engineering Technical Officer
Tool Design Draftsperson
Tool Designer

RELATED OCCUPATIONS

Unit Group 2213 Mechanical Engineers

3205-13 MECHANICAL ENGINEERING TECHNICIAN

Carries out limited technical support functions in mechanical engineering research, design, construction, operations and maintenance.

SKILL LEVEL

Education: 1 year certificate, or post-trade qualification.

On-the-Job Training: 2 months.

TASKS Include:

- Performs tasks covered by the generic title Technician.

- Performs workshop and field tests using standard instruments and methods.
- Assembles and installs new or modified mechanical assemblies, components, machine tools and controls, and hydraulic power systems.
- Studies materials handling methods and suggests changes to reduce handling costs.
- Assists in developing quality control tests for products and components.
- May design precision equipment, machine tools and production machinery.

SPECIALISATIONS

Boller Testing Technician
Hydraulic Controls Technician
Mechanical Detail Draftsperson
Mechanical Engineering Drafting Assistant
Pipe Testing Technician
Tool Design Detail Draftsperson

RELATED OCCUPATIONS

Unit Group 2213 Mechanical Engineers

3207-11 BUILDING TECHNICIAN

Carries out complex technical and supervisory functions concerned with the physical and human resources used in the construction and maintenance of buildings.

SKILL LEVEL

Education: 2-3 year associate diploma, or post-trade qualification.

Previous Experience: 2-5 years in the building industry.

Registration/Licensing: State government licences may be required.

TASKS Include:

- Assists Professional Builders in the planning and organising of building projects.
- Interprets building plans, building regulations and codes of practice.
- Calculates costs and estimates completion times to prepare tenders and to support contract bids and contract variations.
- Arranges supplies of material and equipment.
- Draws up detailed programs for site works and co-ordination of tradespersons.
- Directs the progress of building work.
- Inspects building work to ensure compliance with plans, specifications and regulations and that proper techniques and materials are used.
- Negotiates with subcontractors and others on commercial and technical matters.
- Keeps records of building progress and of departures from design drawings or specifications.
- Makes reports to builders and architects.

MAJOR GROUP 3

- May supervise and co-ordinate the work of tradespersons and other workers.
- May direct the activities of sub-contractors.
- May perform building work.
- May inspect existing buildings to assess conditions.
- May give advice on building matters.
- May work as building contractors in domestic and light commercial building work.

SPECIALISATIONS

Building Construction Supervisor
Building Estimator
Building Foreman/woman
Clerk of Works

RELATED OCCUPATIONS

Minor Group 44 Building Tradespersons
Occupation 1601-13 Professional Builder
Occupation 1601-15 Building Contractor

3207-13 ARCHITECTURAL ASSOCIATE

Carries out complex technical support functions in architecture to implement architects' concepts by design and drawing preparation, estimation and site supervision.

SKILL LEVEL

Education: 2 year associate diploma or certificate.

TASKS Include:

- Performs tasks covered by the generic title Associate.
- Prepares architectural drawings showing internal, external and other features of buildings.
- Analyses architects' designs and prepares preliminary sketches and detailed instructions.
- Makes calculations to determine quantity and quality of materials required.
- Prepares working drawings showing plans, elevations, sections, typical details, materials, finishes and other aspects of building projects such as layouts, plumbing, drainage, carparking and landscaping.
- Prepares material and labour cost estimates and calculates completion dates.
- May represent architects on building sites to ensure compliance with plans and specifications.
- May assist in the preparation of building specifications.
- May conduct negotiations with local governments and other authorities, and investigate pertinent codes and by-laws.

SPECIALISATIONS

Architectural Drafting Officer
Architectural Technical Officer

PARA-PROFESSIONALS

RELATED OCCUPATIONS

Unit Group 2201 Architects and Landscape Architects

3207-15 SURVEYING ASSOCIATE

Cartographic Associate

Carries out technical support functions in surveying and cartography by collecting, recording and evaluating survey, photogrammetric and other data, and selecting, evaluating and using this data to draw and publish maps, charts and plans.

SKILL LEVEL

Education: 2 year associate diploma or certificate.

TASKS Include:

- Performs tasks covered by the generic title Associate.
- Uses surveying instruments and photogrammetric equipment to obtain data for surveying purposes.
- Records data, performs routine computations and plots preliminary data.
- Collects and analyses source maps, survey data, photographs, computer records and other information.
- Manipulates data to fit mapping formats.
- Prepares, edits and revises plans, maps, charts, and other drawings.
- Prepares finished material for reproduction and publication.

SPECIALISATIONS

Engineering Survey Drafting Officer
Photogrammetrist
Photographic Interpreter (Air Force)
Topographic Drafting Officer

RELATED OCCUPATIONS

Unit Group 2205 Cartographers and Surveyors
Unit Group 8411 Survey Hands

3299-11 METALLURGICAL TECHNICIAN

Provides technical support to metallurgists and other professionals, primarily by testing materials as part of mineral refining or metal processing, or for research purposes.

SKILL LEVEL

Education: 1-2 year associate diploma or certificate.

TASKS Include:

- Performs tasks covered by the generic title Technician.
- Obtains samples for testing.
- Sets up, cleans and maintains testing equipment.
- Subjects materials to test procedures.

- Records and reports results.

SPECIALISATIONS

Dye Penetrant Testing Technician
Eddy Current Testing Technician
Heat Metal Technician
Magnetic Testing Technician
Non-Destructive Testing Technician
Physical Testing Technician
Pressure Testing Technician
Ultrasonic Technician

RELATED OCCUPATIONS

Unit Group 2217 Metallurgists and Materials Scientists

3299-99 ENGINEERING AND BUILDING ASSOCIATES AND TECHNICIANS NEC

This residual grouping covers Engineering and Building Associates and Technicians not elsewhere classified.

SKILL LEVEL

Education: 1-2 year associate diploma or certificate.

SPECIALISATIONS

Aeronautical Engineering Technical Officer
Aircraft Detail Draftsperson
Aircraft Systems Technician (Air Force)
Airframe Technical Officer
Architectural Tracer
Avionics Systems Technician (Air Force)
Engineering Tracer
Lighting Design Drafting Officer
Mine Deputy
Mine Undermanager
Mine Ventilation Officer
Mining Detail Draftsperson
Mining Technician
Production Planning Officer (Engineering)
Shipbuilding Design Drafting Officer
Surveying Tracer
Welding Technical Officer
Welding Technician

3301-11 AIRCRAFT PILOT

Flies aircraft to transport passengers, mail and freight, or to provide agricultural aviation services.

SKILL LEVEL

Education: 2-3 year certificate.

On-the-Job Training: Up to 6 months.

Registration/Licensing: Licence issued by government authority.

TASKS Include:

- Examines standard flight plans noting the availability of navigational aids and other operational facilities, or prepares and submits flight plans giving consideration to factors such as weather conditions and aircraft performance.
- Examines quantity of passengers and freight to be moved, location of pick-up and destinations, plus any requirement for additional equipment.
- Assesses fuel requirements and availability, and arranges supply.
- Examines maintenance releases and conducts inspections to ensure aircraft are mechanically sound, maintenance has been performed and that all equipment is operational.
- Signs necessary certificates, accepting and relinquishing responsibility for aircraft, and maintains official records of flight details.
- Ensures aircraft are properly loaded for flight.
- Briefs crew on flight details and co-ordinates crew activities.
- Conducts routine checks of flight controls, instruments, radio navigation aids and radios before, during and after flights.
- Tunes radio navigation equipment.
- Flies aircraft in accordance with established Air Traffic Control and aircraft operating procedures and ensures that flights are carried out in safety and that aircraft are efficiently operated.
- Controls aircraft at all stages of operation, including taxiing and parking on the ground, take off and landing, climbing, descending, cruising and manoeuvring.
- Obtains briefings and clearances before flights and maintains contact with air traffic or flight control during flights.
- Monitors information from instruments and other sources to keep aircraft on track and flying safely, and calculates requirements for course and height changes.
- May handle public relations with passengers by giving information such as summaries of aircraft movements, flight times and weather.
- May pilot a variety of aircraft types including helicopters.
- May operate on regular airline flights, commuter, charter and executive flights.

SPECIALISATIONS

Agricultural Pilot

Provides aerial services to agriculture.

Investigates treatment requirements, calculates quantities, inspects treatment areas and organises markers to guide aircraft.

Supervises the mixing and loading of treatment agents such as fertilizers and agricultural sprays.

Pilots aircraft to release agents.

Aircraft Captain

Commercial Pilot

Helicopter Pilot

3303-11 AIR TRAFFIC CONTROLLER

Controls aircraft operations within controlled airspace and at controlled aerodromes by directing aircraft movements, providing operational control and aeronautical information services and by co-ordinating search and rescue assistance.

SKILL LEVEL

Education: 1-2 year certificate.

Previous Experience: 1-2 years as a trainee air traffic controller.

TASKS Include:

- Supervises the collection, preparation, collation and dissemination of aeronautical information necessary for the safety, regulation and efficiency of air navigation.
- Provides pre-flight and in-flight information such as operational information for flight crews and airways operations staff, information on wind direction and strength, details of cloud cover and temperature, and altimeter settings.
- Controls the initiation, continuation, diversion or termination of flights to ensure safety of aircraft operations.
- Checks flight plans, position reports, flight levels, estimated arrival times at reporting points or destinations, and authorises changes of flight levels and altitudes.
- Controls aircraft movements using radar or non-radar procedures and directing aircraft by radio according to accepted separation standards.
- Controls aircraft movements on aerodromes by issuing runway clearances and directing taxiing, take-offs and landings.
- Controls the operation of airport lighting systems including runway lights, approach lights, visual approach slope indicator systems, taxiway, obstruction and flood lights, and hazard and aerodrome beacons.
- Communicates with other air traffic control and flight service centres and units to co-ordinate activities.
- Activates stand-by radio and electrical power equipment in emergencies.
- Alerts airport fire crew and emergency or search and rescue services when aircraft are in difficulties or uncertainty arises regarding the safety of aircraft or occupants.
- Organises search and rescue assistance to aircraft in distress and the provision of aid to survivors of aircraft accidents and forced landings.
- May instruct air traffic control trainees and conduct on-the-job training of licensed controllers upgrading their ratings.

3303-13 FLIGHT SERVICE OFFICER

Provides advice and information required for the safe and efficient conduct of aircraft flying within assigned airspace.

SKILL LEVEL

Education: 1-3 year certificate.

Previous Experience: 1-3 years as a trainee flight service officer.

Registration/Licensing: Licence issued by government authority.

TASKS Include:

- Provides pre-flight briefings and aeronautical information services to pilots.
- Accepts and distributes flight plans.
- Provides pilots flying in uncontrolled airspace with information of other aircraft in their vicinity.
- Advises changes in weather conditions and in the operational status of facilities such as aerodromes, navigational aids and communications.
- Monitors the progress of flights.
- Initiates search and rescue action in the event of emergencies or if aircraft are overdue.
- Operates communications and other facilities such as radio transmitters and receivers, radio navigational aids, airport and runway lights, direct speech communication channels and telecommunications.

3303-15 FLIGHT ENGINEER

Maintains liaison between aircraft captains and engineering maintenance staff, and advises captains on operational engineering matters.

SKILL LEVEL

Previous Experience: 5 years as an aircraft maintenance engineer.

On-the-Job Training: Up to 6 months.

Registration/Licensing: Licence issued by government authority.

TASKS Include:

- Inspects aircraft documents regarding operational status of aircraft.
- Completes cockpit preparations and external inspections to determine that aircraft are acceptable for flight.
- Operates aircraft engines and systems in accordance with captains' instructions.
- Monitors aircraft mechanical performance at all times and reports on mechanical condition of engines, especially abnormal trends or malfunctions.
- Manages fuel feed systems and computes fuel consumption.
- Monitors communications to maintain awareness of altimetry and aircraft flight paths.
- Diagnoses and assesses defects and malfunctions and records these in aircraft technical logs.
- Maintains flight logs concerning operational data, periodical instrument readings and flight path comparisons.
- Reads normal and emergency checklists and alternate procedures when required.
- Initiates emergency procedures for aircraft engines systems in co-ordination with pilots.
- Services aircraft and certifies airworthiness when ground staff are not available.

RELATED OCCUPATIONS

Unit Group 3301 Aircraft Pilots
Unit Group 4211 Aircraft Maintenance Engineers

3303-17 AIRWAYS SURVEYOR

Flight tests airways facilities, examines aircraft operations, tests navigational aids and procedures and pilot control to ensure standards and safety of air transport are maintained.

SKILL LEVEL

Previous Experience: 10-15 years as an aircraft pilot.

On-the-Job Training: 1 year.

Registration/Licensing: Licence issued by government authority.

TASKS Include:

- Develops and reviews operational standards, specifications and procedures for aircraft operations.
- Conducts ground inspections and reports on the condition of aerodromes checking aspects such as operational limits, licensing, and layout of lighting and marking.
- Inspects aircraft for performance details, instrumentation, emergency equipment performance, cargo handling, and search and rescue facilities.
- Conducts surveys into aspects of aircraft operations such as the application of rules of the air, instrument approach and holding techniques, assignment of air space and the provision of meteorological services.
- Examines requests for changes to standards of operations, facilities and procedures, and investigates International Airways Organisation proposals.
- Revises operational manuals and air navigation orders.

RELATED OCCUPATION

Occupation 3201-15 specialisation, Flight Surveyor

3303-19 AIRWORTHINESS SURVEYOR

Examines aircraft and checks manufacturers' service documents to assess the condition of aircraft and recommend engineering action or approve airworthiness certification.

SKILL LEVEL

Previous Experience: 8 years as an aircraft maintenance engineer.

Registration/Licensing: Licence issued by government authority.

TASKS Include:

- Inspects aircraft to assess compliance with design, manufacture, maintenance and performance standards.
- Issues airworthiness certificates for suitable aircraft.
- Approves designs for modifications or repairs to aircraft.
- Details engineering action required to bring equipment to standard.

- Investigates aircraft defects and airworthiness aspects of aircraft accidents.
- Approves engineering content of aircraft maintenance manuals, including overhaul and inspection intervals.
- Examines and controls licensing and sets standards for aircraft maintenance organisations and personnel.

SPECIALISATIONS

Airworthiness Surveyor (Airframes)
Airworthiness Surveyor (Electrical and Instruments)
Airworthiness Surveyor (Engines)
Airworthiness Surveyor (Radio)

RELATED OCCUPATIONS

Unit Group 4211 Aircraft Maintenance Engineers

3303-21 EXAMINER OF FLIGHTCREW

Develops and reviews standards and procedures for aircrews to maintain the safety of air operations.

SKILL LEVEL

Previous Experience: 10-15 years as an aircraft pilot.

On-the-Job Training: 1 year.

Registration/Licensing: Licence issued by government authority.

TASKS Include:

- Conducts flight checks and ground inspections of flightcrews.
- Reports on the operational efficiency of domestic and international air services, aircraft operators, flightcrews and training organisations, and on the training and licensing of pilots.
- Issues and renews instrument ratings for pilots.
- Examines requests for changes in flightcrew operational standards.
- Ensures that recommended standards and procedures for aircraft operation are interpreted and applied uniformly.
- Advises on aircraft performance, instrumentation, emergency equipment, and requirements for aerodromes and associated training areas.
- Advises on requirements for navigation aids and airways facilities.
- Examines and recommends on aspects of operations manuals, assists with theoretical examinations and prepares and revises air navigation regulations and orders.

SPECIALISATION

Flight Engineer Inspector

Reviews standards and procedures and conducts flight checks and ground inspections of Flight Engineers.

3303-23 AIRCRAFT NAVIGATOR

Establishes and monitors aircraft positions in flight, plots and directs aircraft courses, prepares flight plans and provides operational support to pilots.

SKILL LEVEL

Education: 1 year certificate.

On-the-Job Training: 3-6 months.

Registration/Licensing: Licence issued by government authority.

TASKS Include:

- Uses navigational aids and charts to plot aircraft courses.
- Operates electronic navigational equipment.
- Monitors air and weather conditions and calculates their effect on aircraft operations.
- Prepares flight plans prior to flights.
- Keeps logs of flight details.
- Provides operational support to pilots during flights.
- Carries out observations during maritime flights.
- Assists with the operations of strike and weapons systems.
- May perform training and teaching functions.
- May be involved in staff work.

SPECIALISATION

Observer (Navy)

3303-25 AIRCRAFT CREWMAN/WOMAN (MILITARY AND RESCUE)

Assists air pilots, air navigators and other air crew members in the operation of military and rescue aircraft.

SKILL LEVEL

On-the-Job Training: 1 year.

TASKS Include:

- Acts as an observer to detect, locate and report military forces, fires, and persons in need of rescue.
- Operates radio and navigation equipment.
- Administers first aid.
- May operate aircraft rescue equipment and perform rescue procedures.

SPECIALISATIONS

Air Observer (Rescue)

Helicopter Observer (Rescue)

3303-27 LOADMASTER

Directs the loading and unloading of military aircraft, the despatch of personnel and equipment in flight, and the operation and despatch of rescue equipment, as a member of an aircrew.

SKILL LEVEL

On-the-Job Training: 1 year.

TASKS Include:

- Directs the loading and unloading of military aircraft.
- Controls the despatch of paratroopers and air-delivered cargoes.
- Implements and ensures adherence to inflight safety procedures for passengers on cargo aircraft and helicopters.
- Obtains customs and quarantine papers and liaises with associated officials on behalf of passengers and aircrew.
- Operates air rescue equipment on helicopters.
- Administers first aid to injured passengers and crew members.

RELATED OCCUPATION

Occupation 5503-11 specialisation, Aircraft Load Controller

3303-91 TRAINEE AIR TRAFFIC CONTROLLER

Undergoes training in the theoretical aspects of air traffic control, and practical training in air traffic control operations, to gain certification as an Air Traffic Controller.

SKILL LEVEL

Education: Employers may set entry requirements.

TASKS Include:

- Studies, and obtains experience on air traffic control equipment such as radio, radar and flight control equipment.
- Under direction progressively undertakes the tasks of Air Traffic Controller, according to a training program.

3303-93 TRAINEE FLIGHT SERVICE OFFICER

Undergoes training in the theoretical aspects of flight service work, and practical training in flight service operations, to obtain certification as a Flight Service Officer.

SKILL LEVEL

Education: Employers may set entry requirements.

TASKS Include:

- Studies, and obtains experience on flight control equipment such as radio transmitters and receivers and navigational aids.
- Under direction progressively undertakes the tasks of Flight Service Officer, according to a training program.

**3303-99 AIR TRANSPORT OPERATING
SUPPORT WORKERS NEC**

This residual grouping covers Air Transport Operating Support Workers not elsewhere classified.

SKILL LEVEL

Education: 6-12 month certificate.

SPECIALISATIONS

Airborne Electronics Analyst
Air Defence Officer

3305-11 SHIP'S CAPTAIN
Ship's Master

Controls the operations of vessels used in water transport, and commands ships' officers and crew.

SKILL LEVEL

Previous Experience: 5-9 years as a ship's officer.

On-the-Job Training: 1 year.

Registration/Licensing: Certificate issued by government authority.

TASKS Include:

- Directs and co-ordinates the work of all departments on board vessels.
- Controls the safety of vessels and their equipment, cargo, passengers and crew.
- Controls the navigation of vessel.
- Supervises ships' officers in the performance of their tasks such as watchkeeping and ballasting.
- Represents owners of vessels and takes responsibility for the safe, efficient and economic operation of vessels.
- Ensures compliance with local, national and international regulations pertaining to the safety of life at sea and protection of the marine environment.
- Communicates with ship and shore stations using radio-telephones.
- Gives instructions to tugs to assist in berthing and departure operations.
- May discipline people on board vessels.
- May command vessels of particular types such as tankers, fishing vessels or ships of limited size, or operating in limited geographical areas.

SPECIALISATIONS

Marine Pilot

Ship's Pilot

Gives advice to other masters to steer for safe passage through confined or hazardous waterways such as harbours and rivers where special skill and knowledge of area is required.

Tug Master

Command tugs to tow ships and barges in harbours and inland waters.

Dredge Master

Ferry Master

Fishing Vessel Master

Hovercraft Operator

Hydrofoil Operator

Merchant Ship's Captain

Pearling Skipper

Trawler Master

3305-13 SHIP'S OFFICER

Navigates and controls the safe operation of ships at sea, in port and at anchor, co-ordinates the activities of the deck crew, and controls cargo stowage, loading and unloading operations.

SKILL LEVEL

Education: 1-4 year degree, diploma or certificate.

Previous Experience: 5 years as a cadet deck officer.

On-the-Job Training: 6 months.

Registration/Licensing: Certificate issued by government authority.

TASKS Include:

- Stands bridge watch for specified periods at sea.
- Determines the position of ships using navigational aids such as radar, decca, omega, satellite navigator and echo sounders.
- Supervises steering and keeps ships on safe track.
- Records the progress of ships and the daily activities of deck departments.
- Observes and records weather and sea state, including temperature and barometric pressure.
- Encodes and decodes data for radio transmission, and uses data to determine safe passage for ships.
- Maintains a safe lookout and ensures continued protection of the marine environment.
- Keeps anchor and port watches.
- Plans and controls the stowage and discharge of cargos.
- Supervises loading, unloading and ballasting operations.
- Ensures that fire-fighting and life-saving equipment is ready for immediate use.
- Directs the activities of the deck crew for navigational support tasks, berthing and unberthing, maintenance, cleaning and painting of superstructures, and repair and replacement of defective deck gear and equipment.
- Supervises the performance of safety drills.
- May communicate with shore stations and other ships using radiotelephones, signal lamps or code flags.

MAJOR GROUP 3

- May assume command if master becomes incapacitated.

SPECIALISATIONS

Seaman Officer (Navy)
Ship's Mate
Ship's Navigating Officer

3305-15 MASTER FISHERMAN/WOMAN

Controls fishing operations to catch and preserve fish, crustacea and molluscs.

SKILL LEVEL

Education: 1-6 month certificate.
Previous Experience: 2 years as a fisherman/woman.
Registration/Licensing: Master Fisherman's Licence.

TASKS Include:

- Plots course and computes position using navigational aids.
- Operates radio, radar, sonar, echo sounder and other navigational and fishing aids.
- Monitors and interprets weather patterns and obtains radio weather forecasts.
- Uses nets, lines, poles, pots and traps at varying depths to catch fish, molluscs and crustacea.
- Directs fishing operations by employing knowledge of species sought, fishing grounds, seasons and capability of vessel and crew.
- Directs and assists crew in fishing operations and sorting, cleaning, preserving, stowing and refrigerating the catch.
- Records daily activities in ships' logs.
- Maintains records of catch.
- Inspects vessels and gear to ensure proper maintenance.
- Oversees repair or replacement of defective items.
- Purchases supplies and equipment.
- Supervises and assists in the loading, unloading and storage of supplies, equipment and catch, and the preserving, processing and marketing of catch.
- Keeps accounts and other records.
- May be involved in diving operations.
- May harvest shellfish from sea bed using towed dredges or rakes.

RELATED OCCUPATIONS

Unit Group 8925 Fishermen/women, Deckhands and Seamen/women

PARA-PROFESSIONALS

3305-91 CADET DECK OFFICER

Receives theoretical training in seamanship, and practical experience in the operation of vessels, to obtain certification as a Ship's Officer.

SKILL LEVEL

Education: Year 12.

TASKS Include:

- Under direction progressively undertakes the tasks of Ship's Officer, according to a training program.

3307-11 MARINE ENGINEER

Ship's Engineer Officer

Controls the operation and maintenance of machinery and equipment in ships' engine rooms.

SKILL LEVEL

Education: 2-4 year degree, diploma or certificate.
On-the-Job Training: 1 year.
Registration/Licensing: Certificate of Competency issued by government authority.

TASKS Include:

- Stands engine room watches at sea and in port on a rostered basis.
- Prepares ships' main propulsion engines and auxiliary machinery such as boilers, steam turbines, diesel engines, electrical power generators, steering gear and engine cooling water systems.
- Tests all machinery and systems for correct operation and sets and tests automatic control and alarm systems.
- Regulates main propulsion engines in response to bridge commands and operates auxiliary machinery.
- Monitors machinery operation and records operating conditions.
- Assesses the performance of machinery and diagnoses faults.
- Repairs and maintains machinery and equipment.
- Attends to electrical plant.
- Operates, maintains and repairs auxiliary and domestic systems such as fuel, oil, fresh water, refrigeration, air-conditioning and fire control systems.
- Records use of consumable stores and spare parts and tools.
- Supervises engine room workers.
- May service electrical and refrigeration machinery and appliances.

SPECIALISATION

Motor Vessel Engineer Officer

RELATED OCCUPATION

Occupation 7303-13 Marine Engine and Boiler Operator

3307-13 MARINE ENGINEER SURVEYOR

Surveys machinery and hull of ships to ensure they are constructed, equipped and maintained according to safety standards, rules and regulations laid down by marine authorities.

SKILL LEVEL

Previous Experience: 7-8 years as a marine engineer.

On-the-Job Training: 1 year.

Registration/Licensing: Certificate of Competency issued by government authority.

TASKS Include:

- Examines and approves design plans of hulls and equipment such as main propulsion engines, auxiliary boilers and turbines, electrical power generating plant and systems, refrigeration and air conditioning plant and pumping systems.
- Specifies standards of construction and witnesses tests of materials.
- Inspects hulls, machinery and equipment during construction to ensure standards are met.
- Conducts periodical surveys throughout the ship's life to ensure that standards are maintained.
- Investigates the causes of marine casualties, machine and equipment failures, and boiler and other pressure vessel explosions.
- Witnesses tests and operation of emergency and safety machinery and equipment.
- Measures ships for tonnage and surveys them for load line assignment.
- May examine Marine Engineers for Certificate of Competency.

3307-15 MARINE SURVEYOR

Develops and monitors the implementation of safety standards and procedures for marine survey work in relation to hulls, equipment and cargoes of Australian registered ships.

SKILL LEVEL

Previous Experience: 8-11 years as a marine engineer surveyor.

On-the-Job Training: 1 year.

Registration/Licensing: Certificate of Competency from government authority.

TASKS Include:

- Conducts investigations into marine casualties and accidents and provides technical advice to Courts of Marine Enquiry.
- Tests and inspects new equipment submitted for approval for Australian vessels.

- Surveys vessels for the issue of safety certificates and for the calculation of tonnages.
- Sets and monitors the implementation of standards for the safe handling, stowage and carriage of bulk cargoes including grain, petroleum, chemical and gas products, livestock and dangerous goods.
- Develops standards and procedures of marine survey work in relation to mobile oil rigs, submersibles, and air cushioned vessels.
- Measures ships for registration, and calculates tonnage.
- Performs inspections required by Pollution of the Sea by Oil Act.
- Advises on and formulates changes to acts and regulations effecting navigation.
- May adjust magnetic compasses.

3307-91 TRAINEE MARINE ENGINEER

Undergoes training in the theoretical aspects of marine engineering and gains practical experience in the operation and maintenance of marine engines and equipment to gain a certificate as a marine engineer.

SKILL LEVEL

Education: Year 12.

TASKS Include:

- Under direction progressively undertakes tasks of Marine Engineer, according to a training program.

SPECIALISATION

Cadet Marine Engineer

3401-01 NURSING SUPERVISOR

Charge Nurse
Charge Sister

Supervises and co-ordinates the activities of Registered Nurses.

SKILL LEVEL

Previous Experience: 3-5 years as a registered nurse.

Registration/Licensing: Required as a registered nurse.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATION

Ward Supervisor

3401-11 REGISTERED GENERAL NURSE

Provides nursing care for patients in hospitals, nursing homes, extended care facilities and other institutions, and in the community.

SKILL LEVEL

Education: 3-4 year degree, diploma or hospital-based certificate, or 1 year graduate course for registered psychiatric nurses.

Registration/Licensing: Required as a registered nurse.

TASKS Include:

- Assesses, plans, implements and evaluates nursing care for patients according to accepted nursing practice and standards.
- Works in consultation with medical practitioners and members of health teams.
- Administers medications and treatments.
- Observes, records and reports on changes in patients' conditions and their reactions to drugs and other treatments.
- Promotes health and assists in the prevention of ill health by participating in health education and other health promotion activities.
- May be responsible for medical supplies and sterile instruments.
- May supervise and co-ordinate the work of enrolled nurses and other workers.

3401-13 REGISTERED COMMUNITY HEALTH NURSE

Provides nursing care and health counselling to individuals and families at home, schools, workplaces, health centres or in any other community environment, to maintain health and prevent disease.

SKILL LEVEL

Education: 3-4 year degree, diploma or hospital-based training plus graduate degree, diploma or post-basic certificate.

Registration/Licensing: Required as a registered nurse.

TASKS Include:

- Administers prescribed treatment to patients suffering from physical or mental disorders.
- Examines school students and evaluates their health and physical development.
- Co-ordinates activities in day hospitals.
- Instructs classes in health education, disease prevention and related subjects, and counsels on health matters.
- Liaises with welfare workers.
- Advises families on the care of ill persons in the home and teaches appropriate skills.
- May advise on occupational health and safety.

- May provide nursing care and health education services in situations or areas where medical practitioners are not available.

SPECIALISATIONS

Domiciliary Nurse

Provides nursing care at patients' homes.

Infant Welfare Nurse

Maternal and Child Health Nurse

Monitors the development of babies and toddlers, advises mothers on breast feeding and children's nutritional and behavioural problems, provides health education and maintains babies' health records.

Occupational Health Nurse

Attends to injuries and general health care of workers at industrial sites and other work places.

3401-15 REGISTERED MIDWIFE

Provides specialised nursing care to mothers and their babies.

SKILL LEVEL

Education: 3-4 year degree, diploma, or hospital-based training plus graduate degree, diploma or post-basic certificate.

Registration/Licensing: Required as a registered midwife.

TASKS Include:

- Provides advice and assistance to women during pregnancy, childbirth and in the post-natal period.
- Assists with normal and complicated births.
- Assesses progress and recognises warning signs of abnormal or potentially abnormal pregnancies requiring referral to a medical practitioner.
- Monitors condition of mother and foetus during labour.
- Provides health education classes and seminars to promote the health of mothers and infants.
- Gives nutritional, child care and family planning advice.
- Performs normal deliveries and provides emergency care.
- May supervise the work of students and enrolled nurses and co-ordinate the care given by other health workers.

3401-17 REGISTERED MENTAL RETARDATION NURSE

Provides nursing care to intellectually handicapped people.

SKILL LEVEL

Education: 3-4 year degree, diploma or hospital-based certificate, or 1 year post-basic course for registered nurses.

Registration/Licensing: Required as registered mental retardation nurse.

TASKS Include:

- Attends to nursing care of patients, giving individual care including supervision of personal hygiene.

- Observes, records and reports to supervisors or medical practitioners on developments in patients' conditions.
- Confers with Psychologists, Social Workers, Occupational Therapists and other workers to evaluate patients' conditions and plan rehabilitation programs.
- Aids patients' families to understand patients' social, intellectual and psychological needs.
- Maintains rehabilitation programs including behaviour modification.
- Assists in providing occupational therapy according to patients' abilities.
- May supervise the work of students and enrolled nurses and co-ordinate the care given by other health workers.

3401-19 REGISTERED PSYCHIATRIC NURSE

Provides nursing care to patients with mental and emotional problems who are undergoing psychiatric treatment in hospitals, clinics or private homes.

SKILL LEVEL

Education: 3-4 year degree, diploma or hospital-based certificate, or 1 year post-basic course for registered nurses.

Registration/Licensing: Required as registered psychiatric nurse.

TASKS Include:

- Attends to nursing care of patients, administering prescribed medications and treatments, and supervising nutrition and personal hygiene.
- Observes, records and reports to supervisors or medical practitioners symptoms, reactions and changes in the patient's condition.
- Confers with Psychiatrists, Psychologists, Social Workers, Occupational Therapists and other workers to evaluate patients' conditions and plan therapy.
- Encourages and supports patients' participation in work functions and recreational, community and other activities to build up self-confidence and to develop relationships with others.
- May supervise the work of students and enrolled nurses and co-ordinate the care given by other health workers.
- May counsel patients at home or in clinics, and evaluate patients' adjustment in the community.

3401-91 STUDENT REGISTERED NURSE

Under supervision, trains to learn the skills of a registered nurse, and undertakes nursing studies.

SKILL LEVEL

Education: Year 12.

TASKS Include:

- Performs less complex nursing tasks consistent with the stage of training reached.

- Attends classes, demonstrations and other formal training activities.

SPECIALISATION

Student Registered Psychiatric Nurse

3401-99 REGISTERED NURSES NEC

This residual grouping covers Registered Nurses not elsewhere classified.

SKILL LEVEL

Education: 3-4 year degree, diploma or hospital-based training plus graduate degree, diploma or post-basic certificate.

Registration/Licensing: Required as a registered nurse.

SPECIALISATIONS

Intensive Care Nurse

Provides continuous nursing care to patients by taking frequent observations, monitoring life support systems and medication.

Neurosurgical Nurse

Provides nursing care and assists neurosurgeons in surgery to treat disorders of the nervous system.

Oncological Nurse

Specialises in nursing care involved with cancer prevention, detection, research and treatment by surgery, radiotherapy and chemotherapy.

Operating Theatre Nurse

Provides assistance to surgeons and is responsible for supplies and materials needed for operations.

Paediatric Nurse

Provides nursing care for children from birth up to and including adolescence.

Spinal Injuries Nurse

Provides nursing care to patients in orthopaedic wards and assists other health workers in rehabilitation processes.

Coronary Care Nurse

Geriatric Care Nurse

3501-01 POLICE SUPERVISOR

Police Station Sergeant

Supervises and co-ordinates the activities of shift personnel at police stations or on patrol.

SKILL LEVEL

Previous Experience: 5 years as a policeman/woman.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Prepares and amends daily and weekly staffing rosters.
- Assigns tasks to police personnel and informs them of departmental orders, major crimes or special investigations.
- Ensures that prisoners are searched when arrested, and questions them in accordance with regulations.

MAJOR GROUP 3

- Maintains contact with police on duty away from the station, to allocate patrol officers to attend calls.
- Checks logbooks and records kept by station personnel and patrol officers to ensure proper recording of information.
- Writes reports and tells relieving shift officers of incidents during shift, complaints received and investigations made.
- Attends to telephone enquiries from the public and police.
- Checks that articles confiscated from prisoners, or handed in to the station as lost property, are tagged and stored in accordance with police procedures.
- May conduct tests on persons suspected of driving under the influence of alcohol or drugs.
- May prepare court briefs and testify or present police prosecution cases in court.

3501-11 POLICEMAN/WOMAN

Maintains public order, and enforces laws by investigating crimes, patrolling public areas and arresting offenders.

SKILL LEVEL

Education: 15 to 20 weeks in-service training.

TASKS Include:

- Patrols assigned areas on foot or in radio controlled vehicles to check security of property and watch for unusual or illegal activity.
- Directs and reroutes traffic at congested areas.
- Attends disputes affecting public order.
- Investigates minor crimes and misdemeanours.
- Stops suspicious persons and questions them about their activities.
- Gathers information about crimes and accidents by talking to victims and witnesses, and taking notes and statements in writing.
- Responds to citizens' complaints and attends scenes of disturbances or crimes.
- Arrests and searches suspects for weapons, stolen or illegal goods, ensuring compliance with police procedures.
- Checks licensed establishments to ensure licensing laws are obeyed.
- Issues infringement notices for traffic offences.
- May prepare briefs from which evidence is given in court.
- May give evidence and present police prosecution in court.
- May test persons suspected of driving under the influence of alcohol or drugs.
- May check the identity and intentions of persons entering security areas.
- May guard designated people and buildings.
- May identify explosive devices and ensure the safety of persons and property threatened.

PARA-PROFESSIONALS

- May examine scenes of crimes or accidents to locate and obtain evidence for testing and analysis.

3501-13 DETECTIVE

Plain Clothes Police Officer

Investigates serious crimes such as homicide, armed robbery, vice and arson, and gathers evidence to arrest and prosecute criminals.

SKILL LEVEL

Previous Experience: 5 years as a policeman/woman.

On-the-Job Training: 1 month.

TASKS Include:

- Examines scenes of crimes to collect clues and gather evidence such as fingerprints.
- Questions suspects and takes statements.
- Interviews witnesses to crimes and associates of suspects, and records information to be used in court.
- Searches premises and property for evidence.
- Examines documents, files and other items relevant to the solving of crimes.
- Arrests criminals.
- Collects and co-ordinates reports from other police to establish clues.
- Prepares reports for police files and for presentation in court.
- Reports progress of investigations to superior officers.
- May testify in court or present prosecution cases.
- May escort prisoners for trial.
- May escort and guard seized goods while in transit.
- May perform undercover work.

3901-11 COMMUNITY WORKER

Community Development Officer

Organises and works with agencies and groups concerned with social problems.

SKILL LEVEL

Education: 2 year associate diploma or certificate.

Previous Experience: 1-5 years in social welfare work.

TASKS Include:

- Evaluates resources devoted to health, welfare, recreation, housing, employment, training and other community facilities.
- Interprets identified needs for community organisations, social agencies and groups, and stimulates their interest and enlists co-operation.
- Provides leadership and co-ordinates programs.

- Prepares reports and assists with budgeting and policy formulation.

SPECIALISATION

Neighbourhood Centre Co-ordinator

RELATED OCCUPATIONS

Unit Group 2601 Social Workers

3901-13 PAROLE OFFICER

Supervises offenders who have been released from corrective institutions on condition that they report regularly.

SKILL LEVEL

Education: 2 year associate diploma or certificate.

TASKS Include:

- Establishes contact with offenders and investigates their social history, both before and during detention.
- Interviews offenders, their families, employers and teachers to obtain relevant information.
- Submits reports and recommendations on whether offenders should be granted parole.
- Arranges for treatment or employment of offenders as directed by courts.
- Supervises parolees and advises them on such matters as education, employment, finance, housing and other community services which may help in rehabilitation.
- Conducts regular interviews with parolees and reports on their progress.
- Maintains contact with families to help solve problems of readjustment and rehabilitation.
- May assist in determining which cases fall in the jurisdiction of the court system and which should be referred to other agencies.
- May supervise adult or juvenile offenders.

SPECIALISATION

Probation Officer

Prepares reports for courts and parole boards on social and personal aspects of cases.
Supervises probationers.

3901-15 WELFARE OFFICER

Social Worker Associate

Provides assistance to individuals or groups experiencing social, emotional or financial difficulties.

SKILL LEVEL

Education: 2 year associate diploma or certificate.

Previous Experience: 1-5 years in social welfare work.

Registration/Licensing: Required in some States.

TASKS Include:

- Assists social workers in specialised welfare areas, involving children, older people, handicapped people, families, migrants, single parents, disadvantaged aboriginals and islanders, and people in institutions.
- Visits and interviews people.
- Assesses the nature and extent of difficulties and writes reports.
- Provides social support and advice to homeless people, families or people undergoing crisis such as victims of domestic violence and alcoholics.
- May co-ordinate employment training programs.

SPECIALISATION

Residential Care Worker

Provides care and support to disabled people and their families.

Assists with social and living skills, and training for people unable to live independently or work in open employment.

RELATED OCCUPATIONS

Unit Group 2601 Social Workers

3901-17 YOUTH WORKER

Youth Leader
Youth Officer

Assists young people as individuals or groups to solve their social, emotional or financial problems in an agency framework.

SKILL LEVEL

Education: 2-3 year associate diploma or certificate.

Previous Experience: 1-5 years in social welfare work.

Registration/Licensing: Required in some States.

TASKS Include:

- Assists young people in schools, corrective institutions, hospitals, recreation areas, youth refuges or at home.
- Provides support and information about available welfare and other community services.
- Designs activities for young people such as sports, handicrafts, dancing, drama, hiking and bushwalking.
- May plan and organise activities for young people in the community, such as establishing and supervising clubs.
- May work under the supervision of a social worker.

RELATED OCCUPATION

Occupation 2999-17 Recreation Officer

MAJOR GROUP 3

3903-01 SUPERVISOR, PERFORMING ARTS SUPPORT WORKERS

Supervises and co-ordinates the activities of workers engaged in monitoring, controlling and operating technical equipment used in support of performing arts.

SKILL LEVEL

Education: 1-2 year certificate.

Previous Experience: 3-5 years as a performing arts support worker.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Studies continuity, script and details of production to plan desired effects.
- Confers with production personnel to co-ordinate technical aspects, and suggests changes in technical plans.
- May direct maintenance and repair of technical equipment.

SPECIALISATIONS

Supervising Technician, Radio Operations

Supervises and co-ordinates the activities of workers engaged in recording, editing and broadcasting material for radio productions.

Supervising Technician, TV Production Operations

Supervises and co-ordinates the activities of workers engaged in recording and broadcasting material for television productions.

Lighting Supervisor

Supervisor, Sound Recording and Reproduction Equipment Operators

3903-11 SOUND TECHNICIAN

Operates technical equipment to amplify, enhance, record, mix and reproduce sound in support of performing arts.

SKILL LEVEL

Education: 3 month certificate.

On-the-Job Training: 3 years.

TASKS Include:

- Determines sound requirements for individual items as directed by supervisor.
- Sets up equipment in accordance with the acoustics of the area and selects, places and adjusts microphones.
- Monitors audio signals and operates console controls to adjust the output of microphones or tape feeds.
- Monitors audio input/output to detect quality deviations or malfunctions.
- Adjusts controls to maintain correct sound levels.
- Prepares equipment and performs minor maintenance.
- May perform dubbing and editing tasks.
- May assemble programs from taped segments and reproduce copies from master recordings.
- May obtain tapes and records from libraries.

PARA-PROFESSIONALS

- May instruct performers regarding microphone usage.
- May thread tape and activate recording machines.
- May identify content and playing time of tapes.

SPECIALISATIONS

Sound Mixer

Audio Operator

Audio Technician

Operates multi-channel sound mixing consoles and associated equipment to regulate volume and quality of sound from several audio feeds.

Sound Recordist

Dubbing Projectionist (Sound Mixing)

Records sound during production on magnetic tape or film and mixes complex sound tracks for major film productions.

Dubbing Machine Operator

Re-recording Mixer

Sound Editor

~~Video and Sound Recorder~~

3903-13 MOTION PICTURE CAMERA OPERATOR

Sets up and operates cameras to photograph scenes for motion pictures.

SKILL LEVEL

Education: 3 month certificate.

On-the-Job Training: 1-3 years.

TASKS Include:

- Confers with Director of Photography to receive instructions regarding types of film and lenses to be used, focus and distance settings, and camera angles.
- Selects and attaches lenses and film magazines to cameras and adjusts focus and distance settings.
- Views scenes through view finders and makes final adjustments to cameras.
- Starts cameras and photographs scenes.
- Moves cameras and adjusts controls to follow action of scenes being photographed.
- Works in motion picture studios or on location.

3903-15 TELEVISION EQUIPMENT OPERATOR

Operates television equipment in studio or outdoors, to record, edit, mix or prepare material for broadcast.

SKILL LEVEL

Education: 3 month certificate.

On-the-Job Training: 1-3 years.

TASKS Include:

- Selects and sets up equipment and accessories.
- Adjusts controls of equipment for required settings.
- Monitors equipment during operation to ensure efficient operation.
- May instruct other workers to move and set up equipment.
- May consult with other technical workers such as Light Technicians to obtain required results.
- May operate equipment in conjunction with sound equipment.
- May transport equipment and set it up on location.

SPECIALISATIONS

Television Camera Operator

Operates cine or electronic television cameras, in studios or outdoors, to record events or scenes for direct telecast or for recording.

Telecine Operator
Vision Mixer

3903-17 BROADCAST TRANSMITTER OPERATOR

Operates consoles to control radio or television broadcast transmitters.

SKILL LEVEL

Education: 3 month certificate.
On-the-Job Training: 3 years.

TASKS Include:

- Observes meters and indicators to monitor broadcast transmitters.
- Verifies that equipment operating levels such as power output, radiated frequency and modulation percentage meet standards.
- Adjusts console controls to correct discrepancies in transmission.
- Operates controls to switch program origination from one studio to another, to site of remote broadcast, or to network as indicated by program schedule or on signal from studio manager.
- Operates microwave equipment to transmit video information to transmitter site or receives video signal from remote location.
- May repair radio transmitters and associated equipment using electronic test equipment.

RELATED OCCUPATION

Occupation 4311-11 Broadcasting Tradesperson

3903-19 LIGHT TECHNICIAN

Positions, sets up and operates lighting equipment to illuminate sets or studios during stage performances, television broadcasts or motion picture productions.

SKILL LEVEL

Education: 3 month certificate.
On-the-Job Training: 3 years.

TASKS Include:

- Studies scripts and confers with production personnel to determine lighting effects.
- Co-ordinates activities with electrical crew in erecting metal scaffolding to support lighting equipment.
- Selects and positions equipment, such as spotlights and floodlights, manually or using hoists.
- Arranges cables into groups and connects conduits to sources of electricity supply, using portable junction boxes.
- Operates lights during filming or broadcasting, following script.
- Varies intensity of light, using silk, spun glass or gelatin diffusion discs over lens of light source.
- Maintains and repairs lighting equipment.
- May arrange for transportation of lighting equipment to remote locations.

3903-99 PERFORMING ARTS SUPPORT WORKERS NEC

This residual grouping covers Performing Arts Support Workers not elsewhere classified.

SKILL LEVEL

Education: 3-12 month certificate.
On-the-Job Training: 1-3 years.

SPECIALISATIONS

Make-up Artist

Studies production requirements such as character, period, setting and situation, creates designs for make-up and applies make-up to performers to suit their roles.

Microphone Boom Operator

Positions microphones on adjustable booms for performers during filming of motion pictures or television broadcasts.

Sound Effects Person

Special Effects Person

Designs, fabricates and operates devices to simulate sound and visual effects for performing arts productions.

Continuity Person

Costume Designer

Co-ordinates wardrobe requirements for costumes for television, theatre and film productions and acquires, hires and cares for costumes.

MAJOR GROUP 3

3905-01 SUPERVISOR, INSPECTORS AND REGULATORY OFFICERS

Supervises and co-ordinates the activities of inspectors and regulatory officers.

SKILL LEVEL

Previous Experience: 2-3 years as an inspector or regulatory officer.

On-the-Job Training: 2-4 years.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

3905-11 BUILDING INSPECTOR

Enforces, advises on and interprets laws and regulations governing building construction.

SKILL LEVEL

Education: 2-3 year associate diploma or certificate, or post trade qualification.

Previous Experience: 2-5 years in the building industry.

Registration/Licensing: May be required.

TASKS Include:

- Interprets building plans, building regulations and codes of practice.
- Inspects building work to ensure compliance with plans, specifications and regulations, and that proper techniques and materials are used.
- Maintains records of building progress and of departures from design drawings or specifications.
- Assesses building plans submitted for approval.
- May inspect existing buildings to assess conditions.
- May give advice on building matters.

SPECIALISATIONS

Electrical Installation Inspector

Plumbing and Drainage Inspector

RELATED OCCUPATIONS

Occupation 3207-11 Building Technician

Minor Group 44 Building Tradespersons

3905-13 SAFETY INSPECTOR

Enforces, advises on and interprets laws and regulations governing safety in construction and other industries.

SKILL LEVEL

Previous Experience: 2-5 years as a tradesperson.

Registration/Licensing: Certificate of Competency required.

PARA-PROFESSIONALS

TASKS Include:

- Inspects old and new structures for safety hazards and warns owners of their legal duty to correct unsafe conditions.
- Inspects and tests mechanical devices such as boilers, lifting equipment and pressure vessels.
- Enforces industrial safety regulations to eliminate unsafe working conditions and health hazards in industrial plants.
- May test air to detect toxic or explosive gases or dust.

SPECIALISATIONS

Mines Inspector

Observes activities in underground or open-pit mines to detect violations of mine-safety regulations and unsafe conditions such as rotten or incorrectly placed timbers, defective electrical and mechanical equipment and improperly stored explosives.

Boilers and Pressure Vessels Inspector

Gas Examiner

Lifts and Cranes Inspector

3905-15 PRIMARY PRODUCTS INSPECTOR

Inspects animals, plants and agricultural produce to ensure conformity with government standards and health regulations.

SKILL LEVEL

Education: 2-4 year associate diploma or certificate.

On-the-Job Training: 3-6 months.

Registration/Licensing: May be required.

TASKS Include:

- Examines produce at farms, processing plants, wholesale markets, places of storage or shipment.
- Tests produce for purity and grading and advises producers on all aspects of produce handling.
- Examines specimens of produce or live animals and crops to detect and identify diseases or insect and other damage and rejects those of sub-standard quality.
- Checks produce such as meat, fruit, vegetables and grains during processing to establish quality, size and grade of product.
- Ensures that ingredients used in processing fall within standards of purity and grading.
- Examines imported plants and animals, and products such as timber, seeds or dried fruits and makes quarantine arrangements.
- Ensures that required standards of hygiene are observed at storage, processing and packing facilities and in transport vehicles.
- Advises primary producers on economic aspects of disease eradication and informs producers and the general public of health implications of diseases and impurities.
- Advises on the identification of pests and diseases and on regulations pertaining to grading, packing and loading of products.
- May aid in the prevention of diseases communicable to man.

- May appear in court in cases involving breaches of regulations.

SPECIALISATIONS

Dairy Produce Inspector

Inspects machinery, buildings and equipment at dairy farms, milk depots, dairies and milk shops to ensure that required standards of construction, repair and cleanliness are observed. Tests milk and milk products for purity and grading.

Fish Exports Inspector

Enforces commercial fishing regulations, tests produce for grading and quality and inspects storage, processing, handling and transport facilities to ensure standards are maintained.

Horticultural Inspector

Meat Inspector

Quarantine Inspector

Sugar Cane Inspector

3905-17 TRAIN EXAMINER

Inspects rolling stock in railway yards, terminals or stations to ensure adherence to rules and regulations.

SKILL LEVEL

Previous Experience: 2-3 years in railway operations.

On-the-Job Training: 7 months.

TASKS Include:

- Examines empty freight wagons and carriages for condition and correct classification.
- Directs the removal of defective wagons and cars from service for repair.
- Inspects handling and servicing of wagons containing perishable freight to ensure adherence to regulations.
- Expedites return to service of cars carrying freight.
- Checks areas for empty foreign wagons and authorises movement.
- Reviews conductors' siding reports for correct compilation and submission.
- Prepares reports on handling of cars and perishable freight.
- Recommends action to supervisors to correct irregularities.

SPECIALISATION

Locomotive Inspector

3905-19 CUSTOMS INVESTIGATOR

Administers and enforces customs and related legislation.

SKILL LEVEL

Education: Year 12.

On-the-Job Training: 1 year in service.

TASKS Include:

- Assists with customs control of overseas passengers, crew, aircraft, ships and imported cargo and mail.
- Examines and assesses documents and conducts clearance of imported goods.
- Carries out random check programs of documents and commodities to detect illegal removal of dutiable goods.
- Initiates action, such as the preparation of reports and documents, when offences are detected.
- Investigates suspected breaches of customs and related legislation.
- May make arrests and give evidence in court.

SPECIALISATION

Customs Examining Officer

3905-21 HEALTH INSPECTOR

Health Surveyor

Enforces laws and regulations governing health and hygiene standards.

SKILL LEVEL

Education: 2-4 year degree or associate diploma.

On-the-Job Training: 2 years.

TASKS Include:

- Inspects restaurants, hotels, cafeterias and other public places covered by sanitation laws to check ventilation, sanitation, sewage and drainage arrangements.
- Investigates reports of infectious diseases and pest infestation.
- Visits plants where food, drugs, cosmetics and similar items are manufactured to investigate sanitary conditions and health and hygiene habits of people handling products.
- Inspects waste disposal sites to ensure that pollution control regulations are followed.
- May institute legal proceedings and give evidence in courts relating to the enforcement of acts and regulations.

SPECIALISATIONS

Industrial Hygiene Inspector

Water Quality Inspector

3905-23 ARBITRATION INSPECTOR

Industrial Inspector

Investigates award breaches, and checks that conditions of arbitration and conciliation awards are being observed.

SKILL LEVEL

Education: Year 12.

MAJOR GROUP 3

Previous Experience: 1-5 years as a clerk.

On-the-Job Training: 3 months.

TASKS Include:

- Carries out inspections, makes inquiries and interviews employers and employees to determine whether the provisions of awards are being observed.
- Investigates and reports on complaints.
- Advises employers and employees on their obligations and rights and the means of complying with the provisions of awards.
- Collects evidence, prepares recommendations and provides assistance in relation to prosecutions.

3905-25 WATER USAGE INSPECTOR

Monitors the use of water resources and water distribution equipment and investigates and advises on applications for water use.

SKILL LEVEL

Education: 2 year certificate.

Previous Experience: 2-3 years as a clerk.

TASKS Include:

- Receives applications for licences to use water.
- Assesses applications relating to the demands already on water resources and the nature of proposals such as size of pump to be used and acreage and type of crop to be irrigated.
- Investigates hydrological records to determine ability of water resources to meet new requirements.
- Performs site inspections.
- Maintains records and prepares reports covering factors relating to licences.
- Participates in advisory board meetings.
- Investigates complaints concerning flooding, construction of unauthorised work or obstructions to water courses, and the need for stock route water facilities.
- Administers regulations relating to the licensing of water use and artesian and sub-artesian bores.
- Prepares and presents evidence in courts relating to appeals against the issue or the refusal of issue of licences, or prosecutions for breaches of acts.
- Supervises the removal of sand and gravel from water courses and the work of drilling contractors involved with bore construction and reconditioning to ensure that they meet statutory requirements.
- Conducts pumping tests on bores and measures flows and pressures of artesian bores.
- Provides landholders with technical advice on bore construction and reconditioning.
- Maintains and repairs water level observation bores.
- Organises and supervises government bore sinking operations such as the construction of stock route water facilities.

PARA-PROFESSIONALS

- May carry out minor surveys of water courses and irrigation areas.

SPECIALISATIONS

Boring Inspector

Monitors the use of bore water and bore facilities, supervises the activities of drilling contractors and provides landholders with technical advice on bore construction and reconditioning.

Stream Control Officer

Monitors the use of surface water including irrigation water, and carries out investigations, prepares reports and submits recommendations on applications from landholders to irrigate from, or make any alterations to, water courses.

3905-27 CORPORATE SAFETY OFFICER

Inspects employer's machinery, equipment and working conditions to ensure conformity with fire, safety and sanitary standards and regulations.

SKILL LEVEL

Previous Experience: 2-5 years as a tradesperson or machine operator.

Registration/Licensing: Certificate of Competency may be required.

TASKS Include:

- Examines equipment specifications and inspects and tests equipment such as hoisting devices, machine shields, ladders, scaffolding, materials handling equipment, storage and hot water tanks, safety devices and clothing to ensure conformity with safety standards and serviceability.
- Observes workers to ensure protective devices are being utilised according to regulations and that combustible or hazardous materials are used and stored according to approved procedures.
- Conducts tests in work areas to detect toxic fumes, explosive gas-air mixtures or other work hazards, using testing instruments.
- Examines new and reconditioned equipment to ensure conformity with safety standards.
- Ensures fire prevention materials and other safety supplies, such as first aid kits, stretchers and blankets are kept to predetermined standards.
- Investigates accidents and unsafe working conditions, studies causes, and recommends action.
- Assists in conducting safety meetings and campaigns.
- Organises education and training in general safety principles and techniques in keeping with statutes and regulations.
- May report unsafe conditions and careless actions of workers to supervisors.

3905-29 INSURANCE ASSESSOR (EXCEPT HEALTH)

Inspects insured properties to evaluate conditions affecting underwriting standards and develops and promotes safety programs.

SKILL LEVEL

Education: 1-2 year certificate.

Previous Experience: 5 years as an insurance clerk.

TASKS Include:

- Inspects buildings and vehicles, and the operations of commercial and industrial establishments, to assess physical conditions and work practices.
- Compiles data affecting premiums.
- Prepares reports and recommends action to reduce risks.
- Analyses claims and accident-history data or inspects scenes of accidents to determine causes and effects.
- Develops safety programs compatible with the needs and resources of the policy holders.
- May conduct meetings to promote safety programs among educational, civic and industrial groups, by informing them of government and company safety standards and regulations.

SPECIALISATIONS

Claims Assessor (except Health)

Loss Adjuster

3905-31 TRAFFIC INSPECTOR

Co-ordinates scheduled services of tramway, bus or rail organisations and investigates service disruptions within assigned territory.

SKILL LEVEL

On-the-Job Training: 2-3 months.

Previous Experience: 2-5 years in a transport organisation.

TASKS Include:

- Checks that service is provided according to schedule.
- Investigates delays in maintaining schedules, accidents and complaints, and files written reports.
- Informs despatchers of disruptions in service, using radio-telephones.
- Liaises with despatchers in rerouting traffic around temporary obstructions, such as accidents or to supply additional vehicles on temporarily overloaded routes.
- Recommends improvements and changes in services.
- May patrol routes to detect obstructions.
- May liaise with police to clear obstructions along routes and reroute traffic.

SPECIALISATIONS

Bus Inspector

Tram Inspector

3905-99 INSPECTORS AND REGULATORY OFFICERS NEC

This residual grouping covers Inspectors and Regulatory Officers not elsewhere classified.

SKILL LEVEL

Education: Year 12.

SPECIALISATIONS

Fisheries and Wildlife Inspector

Protects wildlife in specified areas, and enforces fisheries and wildlife conservation laws.

Postal Services Field Manager

Plans, co-ordinates and undertakes field inspections and audits of the postal service network in accordance with established policy and guidelines, and recommends improvements.

Patrolman/woman (Utilities)

Utility Man/Woman

Pipeline Inspector

Conducts routine patrols to inspect pipelines, fittings and surrounding areas, and undertakes minor maintenance and repairs.

Travel Accommodation Inspector

Examines and assesses travel accommodation, operations, and services of hotels, motels, restaurants and campsites.

Liquor Licensing Inspector

Pest Control Inspector

Vermin and Noxious Weeds Inspector

Weights and Measures Inspector

3907-11 CHILD CARE CO-ORDINATOR

Child Care Centre Director

Directs the activities of a child care or family day care centre.

SKILL LEVEL

Education: 3-4 year degree or diploma.

Previous Experience: 1-3 years in teaching, child care or welfare work.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Directs child care workers in providing care and supervision for young children.
- Implements programs to enhance the physical, social, emotional and intellectual development of young children.
- Provides care for primary school children in centres catering for before-school and after-school care.
- Maintains records and accounts for the centre.
- May provide residential care for children.
- May implement family day care schemes.

RELATED OCCUPATIONS

Unit Group 6601 Child Care, Refuge and Related Workers

MAJOR GROUP 3

PARA-PROFESSIONALS

3909-11 AMBULANCE OFFICER

Provides specialised transport services and emergency health care for sick and injured people.

SKILL LEVEL

Education: Up to 3 years in-service certificate.

Registration/Licensing: Appropriate driving licence required.

TASKS Include:

- Attends accidents or emergencies to provide first aid, and transport casualties to hospitals.
- Resuscitates patients and operates life-support equipment.
- Transports sick or disabled persons to and from centres of specialised treatment.
- Provides first aid instruction to community groups and essential service workers.
- Attends public gatherings where accidents or other health emergencies may occur.

SPECIALISATION

Ambulance Paramedic

3911-01 CHIEF PRISON OFFICER

Supervises and co-ordinates the activities of officers engaged in guarding inmates at prisons and reformatories.

SKILL LEVEL

Previous Experience: 5-10 years as a prison officer.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Ensures subordinate personnel maintain discipline over prison inmates in accordance with established rules and regulations.
- Administers the daily operations of a prison.
- Ensures that prisoners maintain an adequate level of hygiene and are engaged in productive activities.

3911-11 PRISON OFFICER

Guards and controls inmates in penal institutions.

SKILL LEVEL

On-the-Job Training: 3 months.

TASKS Include:

- Searches prisoners and cells for weapons, valuables, drugs or contraband articles.
- Locks prisoners in cells.

- Observes the conduct and behaviour of prisoners to prevent disturbances and escapes.
- Inspects the security of locks, window bars, grills, doors and gates.
- Guards prisoners during work assignments, recreation periods, sports and meals.
- Patrols assigned areas, and reports to superiors or other workers, any breach of rules, unsatisfactory attitudes or adjustment problems of prisoners.
- Serves meals to prisoners confined to cells.
- Requisitions clothing, toilet articles, reading material or other items needed by prisoners.
- Gives directions to visitors.
- Guards prisoners in transit between prisons and court rooms, police lock ups or other institutions.
- Prepares admission and other reports.
- May be in charge of a wing or area of a prison and supervise the work of subordinate officers.
- May render first aid.

3913-11 PURCHASING OFFICER

Keeps records and compiles information to prepare purchase orders for materials for industrial, commercial, government or other establishments.

SKILL LEVEL

Education: 1-2 year certificate.

Previous Experience: 1 year as a stock or purchasing clerk.

On-the-Job Training: 3 months.

TASKS Include:

- Prepares and despatches purchase orders for goods and materials, and arranges details of purchases.
- Verifies specifications of purchase requests.
- Searches inventory records or warehouses to determine if materials are on hand in sufficient quantities.
- Consults catalogues to obtain prices and specifications.
- Writes purchase orders and sends copies to suppliers and originating departments.
- Compiles records of prices, deliveries and inventories for items purchased or transferred.
- Confers with suppliers to determine reasons for late deliveries.
- May compare prices, specifications and delivery dates, and award contracts to bidders, or place orders with sales representatives or mail order firms.
- May compute total costs of items purchased.
- May classify priorities according to regulations.
- May verify bills from suppliers with bids or purchase orders.

SPECIALISATION

Supply Officer

3913-13 COMMODITIES BUYER

Arranges the purchase of commodities for manufacturing, processing or consumption.

SKILL LEVEL

Previous Experience: Up to 5 years as a stock or purchasing clerk.

TASKS Include:

- Monitors commodity prices, and the supply and demand for commodities.
- Inspects commodities for sale to determine quality.
- Plans buying activities in terms of desired quality and quantity, and funds available.
- Negotiates purchases of commodities.
- May arrange transport and storage.

SPECIALISATIONS

Grain Buyer
Hide and Skin Buyer
Livestock Buyer
Wool Buyer

3913-15 RETAIL BUYER

Buys goods for resale in a retail establishment.

SKILL LEVEL

Previous Experience: 3-7 years in a sales related area.

TASKS Include:

- Interviews store executives and salespersons to obtain information on stock levels and identify fast and slow moving goods.
- Inspects, compares and selects goods.
- Considers profitability, marketability and suitability of goods to fit company image.
- Contacts suppliers to replenish stocks and obtain favourable purchase arrangements.
- Supervises delivery arrangements, and ensures correct mark up is applied to stock.
- Oversees the marketing of stock and the implementation of displays to be mounted.
- Compiles budget requirements of departments under control.
- Liaises with store management to discuss and participate in long term planning and sales promotions.

- Establishes and works to plans according to seasonal and budgetary requirements.
- May anticipate fashion trends and determine quantity, style and quality of goods to be purchased.
- May mark down stock.
- May estimate and advise on gross profit.

3915-11 COACH (SPORT)

Sports Trainer

Coaches, trains and instructs sportspersons by analysing their performances and developing individual or team abilities.

SKILL LEVEL

Education: 2-3 year degree or associate diploma.

TASKS Include:

- Observes performances of individual athletes, players or teams.
- Coaches teams or instructs sportspersons by demonstrating techniques, overseeing practices and evaluating players' and athletes' physical condition.
- Prescribes routine and corrective exercises to strengthen muscles and improve fitness.
- Plans and directs game strategies, develops play patterns, analyses game progress and motivates and instructs players.
- Conducts after game analyses of play, evaluates performances and makes changes in strategy.
- May teach and demonstrate skills, techniques and use of gymnastic apparatus.
- May demonstrate and teach body movements and skills and explain safety measures.
- May recommend special diets.
- May render first aid to injured persons.

3915-13 JOCKEY

Rides horses in competitive races at racetracks, and at exercise.

SKILL LEVEL

Education and Training: 4 year apprenticeship.

TASKS Include:

- Receives racing instructions from trainers before races.
- Rides horses in exercises, race trials and races.
- Judges horses' abilities, to determine the best tactics.
- Discusses performances of horses with trainers after races or exercise gallops.
- Advises trainers of factors affecting horses.

MAJOR GROUP 3

- May ride horses in jumping events.
- May assist with training of horses or undertake stable tasks.

3915-15 OTHER SPORTSPERSONS

Competes in sporting events.

SKILL LEVEL

On-the-Job Training: 5 years.

TASKS Include:

- Trains for events under the guidance of coaches who improve fitness, skills and mental preparation.
- Assesses other competitors and conditions at venues.
- Decides on strategies in consultation with coaches.
- Practices regularly and plays in competitions.
- May participate in interviews with the media, appear on television sports or other programs or in promotional activities.
- May coach junior or other teams, and run coaching clinics.
- May arrange financial sponsorship or contracts.

3915-17 RACECOURSE OFFICIAL

Co-ordinates and directs horse or dog racing activities, and liaises with other officials to interpret and enforce racing rules and regulations as members of racing boards or as stewards.

SKILL LEVEL

On-the-Job Training: 3-5 years.

TASKS Include:

- Supervises employees at racing events.
- Controls acceptances of horses and dogs, and approves equipment changes.
- Determines violations of racing rules and imposes penalties.
- Orders the removal of unfit horses or dogs from races.
- Observes entry of horses and dogs into starting gates or boxes to ensure that proper starting arrangements are observed.
- Observes races, and hears and decides protests.
- May decide placegetters and post results.

SPECIALISATIONS

Handicapper (Racing)
Horse Racing Judge
Race Steward

PARA-PROFESSIONALS

3915-19 REFEREE
Umpire

Officiates at sporting events such as football, basketball or cricket games, and boxing and wrestling matches, to enforce rules.

SKILL LEVEL

On-the-Job Training: 3-5 years.

Registration/Licensing: Required with sporting association.

TASKS Include:

- Observes the actions of participants in sporting events to detect infractions of rules, and awards penalties.
- Inspects team sheets, players' apparel and the safety of equipment.
- Starts and stops games and events.
- Acts to ensure the safety of players.
- Awards points scored.
- May report unsporting conduct or dangerous play to controlling body.
- May keep scores, and time games.

SPECIALISATION

Linesman/woman (Sport)

3915-91 APPRENTICE JOCKEY

Under direction, performs routine riding and stable tasks, and receives instruction and training as a Jockey.

SKILL LEVEL

Education: Horse racing and training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Jockey, according to a training schedule.

3999-01 SUPERVISOR, OTHER PARA-PROFESSIONALS

Supervises and co-ordinates the activities of other para-professionals.

SKILL LEVEL

Previous Experience: 2 years as a para-professional.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

3999-11 RADIO TELEGRAPHIST

Radio Operator

Transmits and receives radio messages by use of morse code, voice and radio teletype.

SKILL LEVEL

Education: 2 year certificate.

TASKS Include:

- Selects appropriate circuits to contact receiving stations.
- Transmits messages by use of hand key or teletype.
- Receives messages by interpreting code and converting to plain language, and writes or types messages for transmission.
- Monitors radio traffic and transmits and receives voice messages.
- Maintains records of messages sent and received.

3999-13 MUSEUM AND ART GALLERY TECHNICIAN

Prepares specimens, artefacts and artworks for collections, and constructs and arranges museum and art gallery exhibits.

SKILL LEVEL

Education: 2-3 year associate diploma or certificate.

On-the-Job Training: 2 months.

TASKS Include:

- Cleans rock matrix from fossil specimens, moulds and restores skeletal parts, constructs skeletal mounts, reassembles fragmented specimens and fabricates substitute pieces.
- Constructs models and makes castings or moulds of artefacts and objects for display purposes.
- Mounts and prepares objects for display.
- Designs and arranges exhibit furnishings, display cases and display areas.
- Helps other staff to set up lighting and display equipment.
- Receives, ships, packs and unpacks exhibits.
- Constructs protective containers for travelling exhibits.
- Maintains museum and gallery files.
- Supervises and assists other workers cleaning, cataloguing, labelling and storing specimens.

SPECIALISATION

Taxidermist

RELATED OCCUPATION

Occupation 2999-11 Conservator

3999-15 LIBRARY TECHNICIAN

Assists librarians to organise and operate systems for handling recorded material and files.

SKILL LEVEL

Education: 2 year associate diploma or certificate.

TASKS Include:

- Orders new library materials and maintains library records.
- Searches and verifies bibliographic data.
- Catalogues books, magazines, journals and recorded material.
- Enters data into computerised data bases and edits computer records.
- Maintains library circulation systems.
- Assists Librarians to answer enquiries.
- Operates audio-visual equipment and performs simple maintenance.
- Produces display and publicity materials.
- Operates reprographic equipment.
- Arranges inter-library loans, under supervision.

3999-17 LAYOUT ARTIST

Designs artwork layouts to illustrate books, magazines and newspapers or for use in audio-visuals, television commercials, advertisements, packaging, point-of-sale displays and signs.

SKILL LEVEL

Education: 2-3 year associate diploma or certificate.

TASKS Include:

- Plans designs of layouts in accordance with clients' requirements by studying drawings, illustrations, photographs, texts and artwork to be reproduced.
- Paints or draws comprehensive samples of finished layouts, and submits them for approval.
- Executes approved designs, arranging drawings, photographs and texts to meet objectives.
- Decides styles and sizes of type.
- Marks work sheets with explanatory legends for printing or reproduction.
- May work from graphic designers' instructions.

SPECIALISATIONS

Finish Artist

Renders and draws objects in a variety of media, and assembles artwork for reproduction.

Paste-up Artist

Arranges and mounts copy and photographs completed layout.

MAJOR GROUP 3

Showcard Ticket-Writer

Produces showcards, tickets and posters for retail stores.

3999-19 WINDOW DRESSER

Designs and installs window or interior displays of merchandise to show goods to the best advantage.

SKILL LEVEL

Education: 2 year certificate.

On-the-Job Training: 2 years.

TASKS Include:

- Liaises with management to determine goods for display.
- Prepares sketches or models showing layout, colour and other features, and submits them for approval.
- Obtains props and other accessories, and constructs displays.
- Sets up and arranges fabricated displays in store windows or other areas.
- Arranges merchandise or articles to be shown.

3999-21 INTERIOR DECORATOR

Plans the interior design of domestic premises and arranges for decorating work to be done.

SKILL LEVEL

Education: 2 year certificate.

TASKS Include:

- Inspects premises, or plans of premises, to be decorated.
- Consults with owners to determine decorating requirements.
- Draws up preliminary decoration schemes for approval.
- Prepares final decoration plans including quotes and costs for work and materials.
- Supervises decorating work or performs work personally.
- Prepares accounts and arranges payment for sub-contractors.

SPECIALISATION

Fine Furnisher

RELATED OCCUPATIONS

Occupation 4405-11 Painter and Decorator
Occupation 2805-17 Interior Designer

PARA-PROFESSIONALS

3999-23 PHOTOGRAPHIC STUDIO ASSISTANT

Photographic Studio Technician

Assists photographers in taking and developing photographs.

SKILL LEVEL

Education: 6-12 month certificate.

TASKS Include:

- Arranges lights and screens, positions cameras and moves objects to create desired background for photographs.
- Cleans and oils camera equipment and recharges camera batteries.
- Threads cameras manually with film before filming.
- Loads and unloads film magazines.
- Assists with darkroom tasks such as mixing chemical solutions and developing films, and undertakes routine printing of photographs.
- May label photographs, and hire models, scenery and props.
- May sign out and carry equipment on location.

3999-25 PHOTOGRAPH RETOUCHER

Retouches portrait, commercial or other photographic negatives and prints to accentuate desirable features of subjects.

SKILL LEVEL

Education: 6-12 month certificate.

Previous Experience: 1-2 years as a photographic developer and printer.

TASKS Include:

- Examines negatives or prints to determine which features should be emphasised or minimized.
- Paints negatives or prints with retouching medium.
- Shades negatives or prints with pencils or airbrushes to smooth facial contours, conceal blemishes, soften harsh highlights or emphasize desirable features.
- Brushes or sprays colours on prints to accentuate lights and shadows and produce clear and attractive features.

SPECIALISATION

Colourist

Adds oil colour to photographic portraits to give them a lifelike appearance.

3999-27 FORMS ANALYST AND DESIGNER

Determines forms requirements, and designs and develops forms for use in government, commercial or industrial establishments.

SKILL LEVEL

Previous Experience: 2 years as a clerk.

On-the-Job Training: 1 month.

TASKS Include:

- Discusses the purpose of new forms with management.
- Reviews systems and procedures in which forms are to be used.
- Analyses form requirements.
- Determines data to be entered on forms and best possible layout.
- Investigates standardisation and combination of existing forms.
- Determines design specifications such as sequence of data, arrangement of space, and size, kind and colour of paper and printing to be used.
- Prepares sketches of proposed forms and submits designs for approval.
- Prepares detailed specifications for the manufacture of approved forms.
- Controls the classification and cataloguing of forms.
- May prepare written instructions on the use of forms.

SPECIALISATIONS

Forms Analyst

Forms Designer

3999-29 CREDIT AND LOANS ANALYST

Evaluates and analyses loan practices and policies for financial institutions.

SKILL LEVEL

Education: 2 year certificate.

Previous Experience: 4-5 years in banking or finance.

On-the-Job Training: 6-12 months.

TASKS Include:

- Assesses credit ratings, investment risks, or the prospects of applicants or institutions.
- Authorises the approval of loan applications or recommends loan conditions and limits.
- Contacts financial and credit institutions to obtain information about customers.
- Obtains and analyses information about clients.
- Maintains records and prepares reports on findings and on defaulting customers.

- Inspects property and business enterprises subject to loans or mortgages.
- Supplies information to financial and credit institutions on customers' standings.
- May recommend or approve and arrange mortgages, and maintain records and correspondence.

3999-31 PARK RANGER

Park Warden

Controls national parks, scenic areas, historic sites, nature reserves and recreation areas.

SKILL LEVEL

Education: 2-3 year degree, associate diploma or certificate.

On-the-Job Training: 1 year.

TASKS Include:

- Informs visitors of park facilities and features, and supervises public visits.
- Collects fees from campers and visitors.
- Participates in management planning by providing information and making inventories of plants and animals.
- Ensures parks, park facilities and equipment are maintained and cleaned.
- Patrols waterways, tracks and roads to observe and report on the condition of animals and plants.
- Co-ordinates search and rescue operations, draws up fire prevention plans and undertakes hazard reduction work and fire-fighting.
- Protects parks, reserves and wildlife and enforces park regulations.
- Controls feral plants and animals.

SPECIALISATION

Park Superintendent

3999-33 MILITARY DISCIPLINARY SUPERVISOR

Instructs non-commissioned officers and other ranks in matters of military standards, and enforces discipline.

SKILL LEVEL

On-the-Job Training: 16 weeks.

TASKS Include:

- Instructs military personnel in dress, deportment, demeanour, behaviour, drill, and devotion to duty to maintain military standards.
- Teaches military traditions and customs.
- Conducts parade ground drills and inspections.

MAJOR GROUP 3

- Advises superior officers on the application of discipline.
- Monitors the morale, welfare and behaviour of subordinates, and advises commanding officers accordingly.
- Arranges and co-ordinates summary hearings.
- Sets up court-martial rooms and acts as court orderly during trials.

SPECIALISATIONS

Company Sergeant Major
Disciplinary Warrant Officer
Regimental Sergeant Major
Warrant Officer Coxswain

3999-35 WOOL CLASSER

Classifies wool to accepted industry standards in a shearing shed or woolstore.

SKILL LEVEL

Education: 1-2 year certificate.

On-the-Job Training: 2 years.

TASKS Include:

- Classifies wool and advises and reports on matters pertaining to the clip and its preparation for sale.
- Instructs shearing shed workers concerned with woolrolling, and supervises the skirting and rolling of fleece.
- Instructs and supervises workers concerned with piece picking, picking up the fleeces, and other aspects of wool handling.
- Instructs wool pressers and supervises the pressing, weighing and branding of bales.
- Maintains, or supervises the recording of, details of stations' clip in shed wool books.
- Writes summaries of how clips were prepared for market.
- May order wool packs and pressers' requisites.
- May class wool.

3999-37 HIDE AND SKIN CLASSER

Inspects and assigns gradings to skins, hides or tanned leather.

SKILL LEVEL

Education: 1-2 year certificate.

On-the-Job Training: 1-2 years.

TASKS Include:

- Inspects and tests green skins, or hides, for size, cleanliness, colour, markings and quality, and sorts into lots for fellmongering, drying, salting or tanning.

PARA-PROFESSIONALS

- Inspects and sorts dried or salted skins for baling or tanning.
- Inspects wet-blue leather hides or tanned skins for thickness, size and quality and sorts into lots for further tanning or despatch.
- Directs assistants in artificial drying, stacking, folding and baling.
- Consults with stock clerks to verify bale stencilling.
- Directs assistants in the collection and laying out of hides, skins or leather.
- Records information such as quantity and quality of hides.

SPECIALISATIONS

Leather Grader

Examines leather to detect defects such as scars and holes, feels leather to detect thin and thick areas and cuts out defective parts.

Grades and stacks leather according to thickness, colour and quality.

Fur Grader

3999-99 PARA-PROFESSIONALS NEC

This residual grouping covers Para-Professionals not elsewhere classified.

SKILL LEVEL

Education: 2-4 year degree, diploma or certificate.

On-the-Job Training: 6 months.

SPECIALISATIONS

Administrative Officer

Administers office services such as personnel, accommodation and records systems.

Develops and supervises programs for the maximum utilisation of personnel, equipment and accommodation.

Co-ordinates the activities of office workers engaged in clerical and other activities.

Arranges maintenance and alteration of office areas and equipment, and the lay out of office facilities.

Arranges the purchase of office supplies and equipment and the employment and training of office personnel.

May assist in budget preparation, administration of commercial functions and administrative planning.

Agricultural Secretary

Provides administrative services to farm and rural businesses.

Inquiry Agent

Private Detective

Conducts investigations for clients, and prepares evidence for court proceedings.

Forest Ranger

Patrols forests to check forest conditions, selects timber for cutting, grades and measures logs, plants trees and administers fire prevention activities.

Radar Operator

Ship's Purser

Signaller (Defence Forces)

Sonar Operator

MAJOR GROUP 4

TRADESPERSONS

- 41 Metal Fitting and Machining Tradespersons**
- 42 Other Metal Tradespersons**
- 43 Electrical and Electronics Tradespersons**
- 44 Building Tradespersons**
- 45 Printing Tradespersons**
- 46 Vehicle Tradespersons**
- 47 Food Tradespersons**
- 48 Amenity Horticultural Tradespersons**
- 49 Miscellaneous Tradespersons**



4 TRADESPERSONS**41 METAL FITTING AND MACHINING TRADESPERSONS****4101 TOOLMAKERS**

- 4101-01 Supervisor, Toolmakers
- 4101-11 Toolmaker
- 4101-91 Apprentice Toolmaker

4103 METAL FITTERS AND MACHINISTS

- 4103-01 Supervisor, Metal Fitters and Machinists
- 4103-11 Fitter
- 4103-13 Metal Machinist (First Class)
- 4103-15 Textile Mechanic
- 4103-17 Die Setter
- 4103-19 Metal Machinist (Second Class)
- 4103-21 Metal Machinist (Third Class)
- 4103-91 Apprentice Metal Fitter and Machinist

42 OTHER METAL TRADESPERSONS**4201 FORGING TRADESPERSONS**

- 4201-01 Supervisor, Forging Tradespersons
- 4201-11 Blacksmith
- 4201-13 Farrier
- 4201-91 Apprentice Forging Tradesperson

4203 SHEETMETAL TRADESPERSONS

- 4203-01 Supervisor, Sheetmetal Tradespersons
- 4203-11 Sheetmetal Worker (First Class)
- 4203-13 Coppersmith
- 4203-15 Metal Spinner
- 4203-17 Sheetmetal Worker (Second Class)
- 4203-91 Apprentice Sheetmetal Tradesperson

4205 STRUCTURAL STEEL, BOILERMAKING AND WELDING TRADESPERSONS

- 4205-01 Supervisor, Structural Steel, Boilermaking and Welding Tradespersons
- 4205-11 Metal Fabricator
- 4205-13 Structural Steel Tradesperson
- 4205-15 Pressure Welder
- 4205-17 Welder (First Class)
- 4205-19 Welder (Second Class)
- 4205-21 Welder (Third Class)
- 4205-91 Apprentice Structural Steel, Boilermaking and Welding Tradesperson

4207 METAL CASTING TRADESPERSONS

- 4207-01 Supervisor, Metal Casting Tradespersons
- 4207-11 Metal Casting Patternmaker
- 4207-13 Moulder and Coremaker
- 4207-91 Apprentice Metal Casting Tradesperson

4209 METAL FINISHING TRADESPERSONS

- 4209-01 Supervisor, Metal Finishing Tradespersons
- 4209-11 Metal Polisher
- 4209-13 Electroplater (First Class)
- 4209-15 Electroplater (Second Class)
- 4209-17 Electroplater (Third Class)
- 4209-91 Apprentice Metal Finishing Tradesperson

4211 AIRCRAFT MAINTENANCE ENGINEERS

- 4211-01 Supervisor, Aircraft Maintenance Engineers
- 4211-11 Aircraft Maintenance Engineer (Engines)
- 4211-13 Aircraft Maintenance Engineer (Airframes)
- 4211-15 Aircraft Maintenance Engineer (Electrical)
- 4211-17 Aircraft Maintenance Engineer (Radio)
- 4211-19 Aircraft Maintenance Engineer (Instruments)
- 4211-91 Apprentice Aircraft Maintenance Engineer

4213 PRECISION METAL TRADESPERSONS

- 4213-01 Supervisor, Precision Metal Tradespersons
- 4213-11 Precision Instrument Maker and Repairer
- 4213-13 Watch and Clock Maker and Repairer
- 4213-15 Locksmith
- 4213-17 Saw Maker and Repairer
- 4213-19 Gunsmith
- 4213-21 Engraver
- 4213-91 Apprentice Precision Metal Tradesperson

43 ELECTRICAL AND ELECTRONICS TRADESPERSONS**4301 ELECTRICAL POWERLINE TRADESPERSONS**

- 4301-01 Supervisor, Electrical Powerline Tradespersons
- 4301-11 Electrical Linesman/woman
- 4301-13 Electrical Cable Jointer
- 4301-91 Apprentice Electrical Powerline Tradesperson

4303 ELECTRICAL FITTERS

- 4303-01 Supervisor, Electrical Fitters
- 4303-11 Electrical Equipment Fitter
- 4303-13 Electrical Appliance Servicer

TRADESPERSONS**MAJOR GROUP 4**

4303-91 Apprentice Electrical Fitter

4305 AUTOMOTIVE ELECTRICIANS

4305-01 Supervisor, Automotive Electricians

4305-11 Automotive Electrician

4305-91 Apprentice Automotive Electrician

4307 REFRIGERATION AND AIR-CONDITIONING MECHANICS

4307-01 Supervisor, Refrigeration and Air-Conditioning Mechanics

4307-11 Air-Conditioning Mechanic

4307-13 Refrigeration Mechanic

4307-91 Apprentice Refrigeration and Air-Conditioning Mechanic

4309 ELECTRICAL MECHANICS

4309-01 Supervisor, Electrical Mechanics

4309-11 Electrical Mechanic

4309-13 Electrician (Special Class)

4309-91 Apprentice Electrical Mechanic

4311 COMMUNICATIONS EQUIPMENT TRADESPERSONS

4311-01 Supervisor, Communications Equipment Tradespersons

4311-11 Broadcasting Tradesperson

4311-13 Telecommunications Tradesperson

4311-15 Telecommunications Line Serviceman/woman

4311-91 Trainee Communications Equipment Tradesperson

4311-99 Communications Equipment Tradespersons nec

4313 RADIO AND TELEVISION SERVICERS

4313-01 Supervisor, Radio and Television Servicers

4313-11 Radio and Television Servicer

4313-91 Apprentice Radio and Television Servicer

4315 OFFICE EQUIPMENT AND COMPUTER SERVICERS

4315-01 Supervisor, Office Equipment and Computer Servicers

4315-11 Office Equipment Servicer

4315-13 Computer Servicer

4315-91 Trainee Office Equipment and Computer Servicer

4399 OTHER ELECTRICAL AND ELECTRONICS TRADESPERSONS

4399-01 Supervisor, Other Electrical and Electronics Tradespersons

4399-11 Lift Mechanic

4399-13 Vending Machine Servicer

4399-99 Electrical and Electronics Tradespersons nec

44 BUILDING TRADESPERSONS

4401 CARPENTERS AND JOINERS

4401-01 Supervisor, Carpenters and Joiners

4401-11 Carpenter

4401-13 Joiner

4401-91 Apprentice Carpenter and Joiner

4403 BRICKLAYERS

4403-01 Supervisor, Bricklayers

4403-11 Bricklayer

4403-91 Apprentice Bricklayer

4405 PAINTERS, DECORATORS AND SIGNWRITERS

4405-01 Supervisor, Painters, Decorators and Signwriters

4405-11 Painter and Decorator

4405-13 Paperhanger

4405-15 Signwriter

4405-91 Apprentice Painter, Decorator and Signwriter

4407 PLASTERERS

4407-01 Supervisor, Plasterers

4407-11 Solid Plasterer

4407-13 Fibrous Plasterer

4407-91 Apprentice Plasterer

4409 PLUMBERS

4409-01 Supervisor, Plumbers

4409-11 Plumber (General)

4409-13 Gasfitter

4409-15 Drainer

4409-91 Apprentice Plumber

4411 ROOF SLATERS AND TILERS

4411-01 Supervisor, Roof Slaters and Tilers

4411-11 Roof Slater and Tiler

4411-91 Apprentice Roof Slater and Tiler

4413 WALL AND FLOOR TILERS

4413-01 Supervisor, Wall and Floor Tilers

4413-11 Wall and Floor Tiler

4413-91 Apprentice Wall and Floor Tiler

MAJOR GROUP 4**TRADESPERSONS****45 PRINTING TRADESPERSONS****4501 COMPOSITORS**

- 4501-01 Supervisor, Compositors
- 4501-11 Compositor
- 4501-91 Apprentice Compositor

4503 GRAPHIC REPRODUCTION TRADESPERSONS

- 4503-01 Supervisor, Graphic Reproduction Tradespersons
- 4503-11 Plate Preparer (Printing)
- 4503-13 Cylinder Preparer (Printing)
- 4503-15 Image Preparer (Printing)
- 4503-91 Apprentice Graphic Reproduction Tradesperson

4505 PRINTING MACHINISTS

- 4505-01 Supervisor, Printing Machinists
- 4505-11 Letterpress Printing Machinist
- 4505-13 Lithographic Printing Machinist
- 4505-15 Flexographic or Gravure Printing Machinist
- 4505-17 Newspaper Press Machinist (Metropolitan)
- 4505-19 Small Offset Printing Machinist
- 4505-91 Apprentice Printing Machinist

4507 BINDERS AND FINISHERS

- 4507-01 Supervisor, Binders and Finishers
- 4507-11 Binder and Finisher
- 4507-91 Apprentice Binder and Finisher

4509 STEREOTYPERS AND ELECTROTYPERS

- 4509-01 Supervisor, Stereotypers and Electrotypers
- 4509-11 Stereotyper and Electrotyper
- 4509-91 Apprentice Stereotyper and Electrotyper

4511 SCREEN PRINTERS

- 4511-01 Supervisor, Screen Printers
- 4511-11 Screen Printer
- 4511-91 Apprentice Screen Printer

46 VEHICLE TRADESPERSONS**4601 VEHICLE MECHANICS**

- 4601-01 Supervisor, Vehicle Mechanics
- 4601-11 Motor Mechanic
- 4601-13 Small Engine Mechanic
- 4601-91 Apprentice Motor Mechanic

4603 PANEL BEATERS

- 4603-01 Supervisor, Panel Beaters
- 4603-11 Panel Beater
- 4603-91 Apprentice Panel Beater

4605 VEHICLE PAINTERS

- 4605-01 Supervisor, Vehicle Painters
- 4605-11 Vehicle Painter
- 4605-91 Apprentice Vehicle Painter

4607 VEHICLE BODY MAKERS

- 4607-01 Supervisor, Vehicle Body Makers
- 4607-11 Vehicle Body Maker
- 4607-91 Apprentice Vehicle Body Maker

4609 VEHICLE TRIMMERS

- 4609-01 Supervisor, Vehicle Trimmers
- 4609-11 Vehicle Trimmer
- 4609-91 Apprentice Vehicle Trimmer

47 FOOD TRADESPERSONS**4701 MEAT TRADESPERSONS**

- 4701-01 Supervisor, Meat Tradespersons
- 4701-11 Butcher
- 4701-13 Smallgoods Maker
- 4701-15 Slaughterman/woman
- 4701-91 Apprentice Meat Tradesperson

4703 BAKERS AND PASTRYCOOKS

- 4703-01 Supervisor, Bakers and Pastrycooks
- 4703-11 Pastrycook
- 4703-13 Baker
- 4703-15 Biscuit Maker
- 4703-91 Apprentice Baker and Pastrycook

4705 COOKS

- 4705-01 Supervisor, Cooks
- 4705-11 Chef
- 4705-13 Qualified Cook
- 4705-91 Apprentice Cook
- 4705-99 Cooks nec

4799 OTHER FOOD TRADESPERSONS

- 4799-01 Supervisor, Other Food Tradespersons
- 4799-11 Miller

TRADESPERSONS**MAJOR GROUP 4**

4799-13 Buttermaker
4799-15 Cheesemaker
4799-17 Confectioner
4799-91 Apprentice, Other Food Trades
4799-93 Trainee Miller

48 AMENITY HORTICULTURAL TRADESPERSONS**4801 NURSERYMEN/WOMEN**

4801-01 Supervisor, Nurserymen/women
4801-11 Nurseryman/woman
4801-91 Apprentice Nurseryman/woman

4803 GREENKEEPERS

4803-01 Head Greenkeeper
4803-11 Greenkeeper
4803-91 Apprentice Greenkeeper

4805 GARDENERS

4805-01 Head Gardener
4805-11 Gardener (General)
4805-13 Landscape Gardener
4805-15 Tree Surgeon
4805-91 Apprentice Gardener

49 MISCELLANEOUS TRADESPERSONS**4901 WOOD MACHINISTS AND TURNERS**

4901-01 Supervisor, Wood Machinists and Turners
4901-11 Wood Machinist (A-Grade)
4901-13 Wood Turner
4901-15 Wood Machinist (B-Grade)
4901-17 Wood Machinist (C-Grade)
4901-91 Apprentice Wood Machinist
4901-93 Apprentice Wood Turner

4903 CABINETMAKERS

4903-01 Supervisor, Cabinetmakers
4903-11 Cabinetmaker
4903-91 Apprentice Cabinetmaker

4905 OTHER WOOD TRADESPERSONS

4905-01 Supervisor, Other Wood Tradespersons
4905-11 Wood Carver
4905-13 Picture Framer
4905-15 Cooper

4905-17 Cane Furniture Maker
4905-19 Furniture Finisher
4905-21 Model Maker
4905-91 Apprentice, Other Wood Trades

4907 MARINE CONSTRUCTION TRADESPERSONS

4907-01 Supervisor, Marine Construction Tradespersons
4907-11 Shipwright
4907-13 Boat Builder and Repairer
4907-91 Apprentice Marine Construction Tradesperson

4909 BLASTING TRADESPERSONS

4909-01 Supervisor, Blasting Tradespersons
4909-11 Shot-firer
4909-13 Stope Miner

4911 GARMENT TRADESPERSONS

4911-01 Supervisor, Garment Tradespersons
4911-11 Tailor
4911-13 Dressmaker
4911-15 Apparel Cutter
4911-17 Furrier
4911-19 Patternmaker-Grader (Textiles)
4911-21 Hat Maker
4911-91 Apprentice Garment Tradesperson

4913 UPHOLSTERERS AND BEDDING TRADESPERSONS

4913-01 Supervisor, Upholsterers and Bedding Tradespersons
4913-11 Furniture Upholsterer
4913-13 Bedding and Mattress Maker
4913-91 Apprentice Upholsterer and Bedding Tradesperson

4915 SHOEMAKING AND REPAIRING TRADESPERSONS

4915-01 Supervisor, Shoemaking and Repairing Tradespersons
4915-11 Shoemaker
4915-13 Shoe Repairer
4915-91 Apprentice Shoemaker and Repairer

4917 OTHER LEATHER AND CANVAS TRADESPERSONS

4917-01 Supervisor, Other Leather and Canvas Tradespersons
4917-11 Leather Goods Maker

MAJOR GROUP 4**TRADESPERSONS**

4917-13	Canvas Goods Maker
4917-15	Sailmaker
4917-91	Apprentice, Other Leather and Canvas Trades
4919	FLOOR COVERERS
4919-01	Supervisor, Floor Coverers
4919-11	Floor Coverer
4919-91	Apprentice Floor Coverer
4921	GLASS TRADESPERSONS
4921-01	Supervisor, Glass Tradespersons
4921-11	Flat Glass Tradesperson
4921-13	Glass Blower
4921-91	Apprentice Flat Glass Tradesperson
4921-93	Trainee Glass Blower
4923	JEWELLERY AND PRECIOUS METALWARE TRADESPERSONS
4923-01	Supervisor, Jewellery and Precious Metalware Tradespersons
4923-11	Jeweller
4923-13	Gem Cutter and Polisher
4923-15	Precious Metal Smith
4923-91	Apprentice Jewellery and Precious Metalware Tradesperson
4925	CRAFTWORKERS
4925-01	Supervisor, Craftworkers
4925-11	Piano Tuner
4925-13	Potter
4925-91	Apprentice Craftworker
4925-99	Craftworkers nec
4927	HAIRDRESSERS
4927-01	Supervisor, Hairdressers
4927-11	Hairdresser
4927-91	Apprentice Hairdresser
4929	SHEEP SHEARERS
4929-01	Overseer, Shearing Shed
4929-03	Shearing Shed Expert
4929-11	Shearer
4931	ANIMAL TRAINERS
4931-11	Horse Breaker
4931-99	Animal Trainers nec

4999	OTHER TRADESPERSONS
4999-01	Supervisor, Other Tradespersons
4999-11	Dental Technician
4999-13	Optical Mechanic
4999-15	Stonemason
4999-17	Motion Picture Projectionist
4999-19	Saturation Technician
4999-21	Offshore Diver
4999-23	Onshore Diver
4999-25	Florist
4999-27	Aircraft Safety Equipment Worker
4999-29	Military Explosives Technician
4999-91	Apprentice, Other Trades
4999-99	Tradespersons nec

4101-01 SUPERVISOR, TOOLMAKERS

Supervisor, Tool Room

Supervises and co-ordinates the activities of toolmakers engaged in making and repairing tools, precision equipment, jigs and fixtures, and the sharpening of tools.

SKILL LEVEL

Previous Experience: 3-5 years as a toolmaker.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4101-11 TOOLMAKER

Tool and Die Maker

Makes and repairs tools, dies, jigs, fixtures and other precision parts and equipment to fine tolerances for machine tools and other production machinery.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Studies blueprints, drawings or specifications of articles to be manufactured.
- Establishes dimensions and tolerances utilising knowledge of tool and precision equipment construction, properties of metals and other materials, machining methods and workshop mathematics.
- Positions, measures and marks out metal stock or castings, using gauges.
- Sets up and operates machine tools to form workpieces by shaping stock.
- Checks the accuracy of fabricated items to close tolerances, using precision measuring instruments.
- Fits and assembles tool or article parts, test-operates and modifies them.
- May dismantle faulty machine tools and machines, and repair or replace defective tools, dies and fixtures.
- May heat-treat tools, dies and fixtures during fabrication.
- May braze or weld parts during assembly.
- May design tools and precision equipment.
- May set up and operate numerically controlled, computer-numerically controlled and electrical discharge machine tools, and program these machine tools.
- May fabricate press tools, dies, plastic moulds or jigs, or lay-out and finish cavities in die blocks.

SPECIALISATIONS

Die Caster

Die Sinker

Jigmaker (Metal)

Plastic Mould Maker

Press-Tool Maker

4101-91 APPRENTICE TOOLMAKER

Under direction performs routine repairing of tools, dies, jigs, fixtures and other precision parts, and receives instruction and training in the trade of toolmaking.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Toolmaker, according to a training schedule.

4103-01 SUPERVISOR, METAL FITTERS AND MACHINISTS

Supervises and co-ordinates the activities of workers engaged in using machine tools and machines to shape and form metal stock and castings, and in fitting and assembling metal parts.

SKILL LEVEL

Previous Experience: 3-5 years as a metal fitter and machinist.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- May apply functional testing and inspecting procedures to metal stock and castings to ensure compliance with engineering standards or contract specifications.

4103-11 FITTER

Fits and assembles metal parts and sub-assemblies to fabricate production machinery and other equipment, using hand and machine tools, precision measuring instruments and detailed drawings or specifications.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Studies blueprints, drawings or specifications to determine methods and sequences of operations.
- Checks prepared metal components for accuracy, using measuring instruments such as micrometers, callipers and rules.
- Lifts and hoists components on to working surface, lays out and marks reference points, and aligns parts using measuring instruments.
- Drills holes and taps threads for bolting parts together.
- Fits and assembles parts and sub-assemblies.
- Cuts, threads, bends and installs hydraulic and pneumatic pipes and lines.
- Verifies alignment of, and clearances between, components using measuring instruments.

- Cleans and lubricates assembled articles.
- May mark out stock to be shaped and formed into metal parts by other workers.
- May shrink-fit parts during assembly, using oxy-acetylene torches and presses.
- May fit and assemble non-metallic parts.
- May erect machinery and equipment on-site.
- May test-assemble articles in workshops to ensure accuracy of fit.

SPECIALISATIONS**Diesel Fitter-Mechanic****Mechanic (Diesel and Heavy Earthmoving Equipment)****Plant Mechanic**

Maintains large diesel and earthmoving plant, and other machinery and equipment.

Fitter-Machinist**Fitter and Turner**

Sets-up and operates machine tools to shape metal stocks and fits the stocks to sub-assemblies of machinery.

May use machine tools to reshape and reform worn or damaged metal parts.

Fitter-Mechanic**Maintenance Fitter****Service Fitter**

Services and repairs production machinery and other equipment according to a maintenance schedule or on notification of malfunctions.

May observe equipment in operation and study manufacturers' manuals and specifications to detect malfunctions.

Dismantles units, checks parts for wear, and repairs or replaces them.

Re-assembles units, checks accuracy of fit, test-operators and adjusts them.

Fitter-Welder

Operates welding equipment to repair defective metal parts and assemblies.

Sewing Machine Mechanic

Repairs and adjusts industrial and domestic sewing machines, and inspects and observes their operations to locate malfunctions.

Dismantles machines, checks, repairs, replaces and re-assembles parts, and test-operators.

Bench Fitter

- Selects cutting tools and speed, pressure and depth of cuts.
- Adjusts the guides, stops and controls on machine tools to ensure that stock is machined to specifications.
- Operates machine tools to produce articles by turning, boring, milling, planing, shaping, slotting, grinding or drilling metal stock.
- Controls the flow of lubricant on to cutting tool edges or surfaces.
- Checks product dimensions and changes tools or re-adjusts settings.
- May clean, lubricate and maintain machine tools.
- May sharpen or true-cut tools or machining surfaces.
- May use tracer attachments to copy model workpieces.
- May machine non-metallic materials, such as plastic.
- May set up and operate numerically controlled machine tools, and program them.

SPECIALISATIONS**Aircraft Machinist****Automotive Machinist**

Sets up and operates machine tools to shape and form the mechanical components of aircraft or automobiles, or to reshape worn or damaged components.

Machine Setter (Metal)

Sets up and resets machine tools which are continuously operated by other workers.

Turner

Sets up and operates a range of metal turning lathes to shape and form metal stock and castings to fine tolerances according to detailed drawings and specifications.

Milling Machinist**Radial Driller****Vertical Borer****4103-15 TEXTILE MECHANIC**

Sets up, adjusts and maintains textile spinning, weaving, knitting, and tufting machines.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Studies specifications to determine machine settings and arrangement of yarn.
- Sets up machines using hand tools and instruments.
- Installs and aligns gears and adjusts setscrews.
- Prepares pattern mechanisms to control the operations of machines and arranges them in machines to produce fabrics.
- Installs spools on machines and draws ends of strands through mechanisms using hooks.
- Starts machines for trial runs and inspects fabrics to determine adjustments or repairs needed.
- Repairs or replaces defective parts.

4103-13 METAL MACHINIST (FIRST CLASS)

Sets up and operates machine tools to shape and form metal stock and castings to fine tolerances, using detailed drawings and specifications.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Examines blueprints, drawings or specifications to determine suitable materials, and methods and sequences of operations, using knowledge of metal properties, machining techniques and workshop mathematics.
- Lifts or hoists and secures metal stock on to machine tools, and measures and marks out reference points using measuring instruments.

MAJOR GROUP 4

SPECIALISATION

Loom Tuner

4103-17 DIE SETTER

Sets up machine tools and other production machines as specified in detailed instructions, to be operated by other workers.

SKILL LEVEL

Previous Experience: 1-2 years as a metal machinist (second class).

On-the-Job Training: 3-9 months.

TASKS Include:

- Studies job specification cards or other instructions and sets up prescribed cutting or shaping tools or dies in machines or presses.
- Secures workpieces using hand tools.
- Adjusts the guides, stops and other controls of machines to ensure that stock is machined to specifications.
- Test-runs machines, makes adjustments, advises operators and observes initial operations.
- May check product dimensions using measuring instruments and report significant deviations from specifications or re-adjusts machines.

RELATED OCCUPATION

Occupation 7407-11 Plastics Production Machine Setter

4103-19 METAL MACHINIST (SECOND CLASS)

Machine Tool Operator (Metal)

Sets up and operates machine tools and machines to shape and form metal stock and castings, using preset measuring instruments and standardised drawings or instructions.

SKILL LEVEL

Previous Experience: 1-3 years as a metal machinist (third class).

On-the-Job Training: 3-6 months.

TASKS Include:

- Examines drawings or specifications and follows prescribed methods and sequences of operation.
- Fastens cutting tools in position and sets speed, pressure and depth of cuts.
- Operates machine tools or machines to produce articles by performing a limited number of boring, milling, drilling, stamping, pressing, turning or other shaping operations.
- Periodically checks dimensions of articles using preset or unadjustable measuring instruments.
- May re-adjust settings to produce articles with specified dimensions.

TRADESPERSONS

- May operate machines which have been set up by other workers.

SPECIALISATION

Gear Cutter

4103-21 METAL MACHINIST (THIRD CLASS)

Operates preset automatic, semi-automatic or single-purpose machines or machine tools to shape and form metal stock, components and castings.

SKILL LEVEL

On-the-Job Training: 1-12 weeks.

TASKS Include:

- Loads stock or other items into feeding mechanisms, or secures workpieces on working surfaces.
- Activates hand or foot controls to start drilling, spot welding, milling, stamping, pressing or cutting.
- Monitors the operations of machines and reports malfunctions to supervisors.
- Removes and inspects products, and collects them in bins, or stacks them on trolleys for further processing.
- Reloads machines.
- May use preset or unadjustable gauges to check dimensions of products before or during production runs.

RELATED OCCUPATIONS

Unit Group 7403 Metal Press Operators

Unit Group 7405 Other Metal Products Machine Operators

4103-91 APPRENTICE METAL FITTER AND MACHINIST

Under direction performs routine tasks in operating machine tools to shape and form metal stock, or in fitting and assembling production machinery, and receives instruction and training in the trades of fitting and machining.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

SPECIALISATIONS

Apprentice Aircraft Machinist

Apprentice Automotive Machinist

Apprentice Fitter, Turner and Machinist

TRADESPERSONS

MAJOR GROUP 4

Apprentice Mechanic (Diesel and Heavy Earthmoving Equipment)
Apprentice Sewing Machine Mechanic
Apprentice Textile Mechanic

Selects, installs and aligns dies on rams and anvils of machines.
Starts machines and regulates actions or signals helpers to vary the length and force of hammer strokes.
Forging Smith Hammersmith Toolsmith

4201-01 SUPERVISOR, FORGING TRADESPERSONS

Supervises and co-ordinates the activities of forging tradespersons engaged in shaping and forming metal parts by hammering, pressing and drop-forging metal, with or without heat.

SKILL LEVEL

Previous Experience: 5 years as a blacksmith or farrier.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4201-11 BLACKSMITH

Shapes bars, rods and blocks of metal by heating and hammering to produce or repair metal articles, using hand and power hammers and tools.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Determines job requirements by examining drawings or other specifications.
- Selects metal stock and heats it in forges.
- Observes the colour and temperature of metal in furnaces and removes and positions metal on anvils or other working surfaces.
- Hammers, punches or cuts metal to size and shape using hand tools or presses.
- Verifies the dimensions of forging visually and using measuring instruments.
- Forge-welds parts together by heating, applying flux and hammering.
- Anneals, tempers and hardens finished articles by heating and quenching in oil or water bath, or cooling gradually in air.
- Directs other workers to hold tools and assist in lifting and holding workpieces during hammering.
- May make and repair agricultural equipment and mining and quarrying machinery.
- May forge cold metal.

SPECIALISATIONS

Springmaker

Operates power hammers or presses equipped with open dies to shape heated metal stock into forging.

4201-13 FARRIER

Inspects, trims and shapes horses' hooves, and forms, fits and nails horseshoes.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Observes horses' legs and hooves to check for deviations in motion, interference, peculiarities in gait or abnormalities in size and shape of hooves.
- Removes worn or defective shoes and notes wear patterns.
- Inspects hooves to check for foreign bodies, bruising, infections or anatomical abnormalities.
- Trims and shapes hooves using knives, hoof cutters and rasps.
- Measures horses' hooves and estimates length of metal required for shoe.
- Selects and cuts metal according to type, size and weight of shoes, and use of the horse.
- Selects nails according to the wall texture of hooves and the sizes of shoes.
- Positions shoes against hooves to determine the amount of shaping required.
- Heats shoes, shapes them on anvils and hammers them to size.
- Positions shoes on hooves and punches nail holes.
- Positions and nails shoes to hooves and ensures that clips and clenched nails are smooth and flush with walls of hooves.
- May specialise in corrective or surgical shoeing.

4201-91 APPRENTICE FORGING TRADESPERSON

Under direction performs routine shaping of bars, rods and blocks of metal by forging and simple heat treatment processes, or shaping horseshoes, and receives instruction and training in the trades of blacksmithing or farriery.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

SPECIALISATIONS

Apprentice Blacksmith
Apprentice Farrier

4203-01 SUPERVISOR, SHEETMETAL TRADESPERSONS

Supervises and co-ordinates the activities of sheetmetal tradespersons engaged in marking out, shaping, forming, joining, fitting, assembling and installing sheetmetal for a range of products and components.

SKILL LEVEL

Previous Experience: 5 years as a sheetmetal tradesperson.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATION

Supervisor, Metal Spinners

4203-11 SHEETMETAL WORKER (FIRST CLASS)

Marks out, shapes, forms and joins sheetmetal and other materials to make products or components, using hand and power tools and machines.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Examines detailed drawings or specifications to determine job, material and equipment requirements.
- Selects metal stock, such as stainless steel, galvanised iron, mild steel, aluminium, copper and other materials, and checks sizes, gauges and other dimensions of material relative to specifications.
- Marks out stock with reference points and lines, using templates, gauges and other measuring instruments.
- Cuts material along guidelines using hand or power shears, guillotines or drills.
- Shapes and forms cut material into products using folding or bending machines, rollers or presses.
- Checks products or components against specifications using templates and measuring instruments.
- Joins components by rivetting, bolting, welding, brazing or soldering.
- Polishes, files or cleans assembled products.
- May repair damaged sheetmetal products and components.
- May specialise in fabrication, or on-site assembly and installation, of sheetmetal products.

- May produce aircraft sheet metal components requiring advanced drawing and calculating skills.

SPECIALISATION

Sheetmetal Patternmaker

4203-13 COPPERSMITH

Marks out, shapes, forms and joins sheets, pipes and other stock of copper or similar metals into products and components.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Examines detailed drawings or specifications to determine job, material and equipment requirements.
- Selects and checks specified metal types, shapes and dimensions.
- Marks out stock with reference points and lines in accordance with product specifications, using templates, gauges and other measuring and marking-out instruments.
- Cuts material along guidelines.
- Shapes and forms cut material into products or components, such as tanks, vats, hot water systems, piping, tubs and ornaments.
- Rolls, bends, presses, heats and hammers metal.
- Anneals metal to retain malleability during shaping.
- Checks products or components against specifications during and after shaping.
- Fits and assembles components into final products by welding, rivetting, soldering, brazing or otherwise joining.
- Cleans and polishes assembled products.
- Repairs worn or damaged copper articles.
- May specialise in decorative copperwork.

4203-15 METAL SPINNER

Sets up and operates spinning lathes to spin shaped articles from sheet or structural metal.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Examines drawings or specifications to determine job requirements and methods of operation.
- Sets up lathes by selecting spinning chucks, or making chucks and securing to spindles, using hand tools.

- Clamps disc-shaped metal workpieces to chucks, starts machines and ensures that discs are spinning without eccentricity.
- Coats discs with spinning compounds.
- Positions forming tools against discs and applies pressure to discs, manually or by operating hydraulic controls, to form discs into required shapes.
- Adjusts pressure depending on types of metal, shapes of spinning chucks and dimensions of discs.
- Resets metalworking tools or changes chucks.
- Replaces forming tools with cutting tools to trim excess material from articles.
- Verifies dimensions of formed articles, using precision measuring instruments such as micrometers and vernier gauges.
- Sands or otherwise finishes articles.

4203-17 SHEETMETAL WORKER (SECOND CLASS)

Shapes, forms and cuts sheetmetal by hand or machine, or assembles and installs sheetmetal products or components on site, according to specifications or instructions.

SKILL LEVEL

On-the-Job Training: 6-18 months.

TASKS Include:

- Operates sheetmetal shaping, forming, cutting and joining machines such as brake presses, folding, bending and rivetting machines, rollers, guillotines, drills or spot-welders.
- Cuts metal using power shears, nibblers and hacksaws following template or previously marked guidelines.
- Checks product dimensions during and after fabrication using templates and measuring instruments.
- Joins, assembles and mounts components using bolts, rivets or spot-welds.
- Finishes products by cleaning, polishing, filing or bathing them in acid solutions.
- Drills mounting holes in products and in surfaces on which items are to be mounted.
- May specialise in the assembly and installation of heating ducts, ventilation shafts, air-conditioning, furnace casings and metal partitions.

SPECIALISATIONS

Ductworker
Guillotine Operator (Metal)
Metal Bending Machine Operator
Sheetmetal Rolling Machine Operator

4203-91 APPRENTICE SHEETMETAL TRADESPERSON

Under direction performs routine tasks in shaping, forming and joining sheetmetal, or operating spinning lathes, and receives instruction and training in the trades of sheetmetal working or metal spinning.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

SPECIALISATIONS

Apprentice Coppersmith
Apprentice Metal Spinner

4205-01 SUPERVISOR, STRUCTURAL STEEL, BOILERMAKING AND WELDING TRADESPERSONS

Supervises and co-ordinates the activities of structural steel, boilermaking and welding tradespersons engaged in joining, surfacing, cutting, fabricating and repairing metal parts and structures.

SKILL LEVEL

Previous Experience: 5 years as a structural steel, boilermaking or welding tradesperson.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- May inspect and test the work of pressure welders.

4205-11 METAL FABRICATOR Boilermaker

Marks off, fabricates and erects steel or iron plate to produce or repair ships, boilers and other vessels subject to pressure.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Studies drawings to determine layouts and sequences of operations.
- Marks guidelines on metal stock, using measuring and marking-off tools and equipment.
- Cuts marked metal sections using hand tools or flamecutting torches, or by setting up and operating metalworking machines such as guillotines and shearing machines.

- Shapes and bends sections and pipes using hand and machine tools such as vices, hydraulic presses and rolling machines, or by forging.
- Positions and aligns parts.
- Joins parts by welding, bolting or rivetting.
- May make full-size templates to be used in marking-off or in the fabrication of structural metal products.
- May use cranes and other lifting equipment.

SPECIALISATIONS

Boilermaker-Welder
Metal Fabricator-Welder
Template Maker

4205-13 STRUCTURAL STEEL TRADESPERSON

Structural Boilermaker
 Structural Metal Fabricator

Lays out, aligns, fits, assembles, joins, makes and repairs structural iron and steelwork such as towers, bridges, trusses and girders.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Studies drawings and other specifications to determine locations and inter-relationships of parts.
- Checks the alignment of sections and assembles them by clamping, bolting or tack-welding prior to final joining.
- Joins sections by welding, bolting or rivetting and assists in testing assembled structures to ensure that specifications for stress, tension or alignment have been met.
- Repairs structures on-site by unbolting or flamecutting defective sections, replacing worn lugs on bolts and installing new sections.
- May supervise other workers.

4205-15 PRESSURE WELDER

Assembles, welds and repairs pressure vessels and pipes to pressure test standards.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: May be required with State or Territory licensing authorities.

TASKS Include:

- Studies blueprints or other specifications to determine job requirements.
- Cleans and prepares metal surfaces by gouging, bevelling, grinding or filing.

- Cuts metal shapes using thermal cutting equipment.
- Aligns surfaces to be joined and secures by tack-welding or jiggling.
- Selects welding techniques appropriate to type and thickness of metal.
- Connects electrode holders to power sources and adjusts controls on electrode holders or welding equipment to regulate currents.
- Forms arcs which generate heat to melt metal from electrodes, and deposits metal on workpieces to fuse joints.
- Guides electrodes along weld lines.
- Cleans and smooths welds by filing, chiselling or grinding, and examines welds for width of bead, penetration and precision.
- Cuts metal shapes using thermal cutting equipment.
- May weld mild, alloy and stainless steel, aluminium and copper.

4205-17 WELDER (FIRST CLASS)

Fabricates and repairs metal products by welding metals, applying several different welding processes.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Studies blueprints, specifications or other instructions to determine appropriate welding processes and other job requirements.
- Cleans and prepares metal surfaces for welding by flamecutting, thermal cutting, gouging, bevelling, grinding or filing.
- Preheats thick materials to required temperatures.
- Fits attachments, connects hoses to gas tanks, or wires to power sources of equipment used in welding operations.
- Adjusts controls to regulate gas pressure, voltage or amperage.
- Opens valves or switches and lights torches, strikes arcs or starts machines.
- Guides torches or electrodes along lines of weld manually or by operating machine controls.
- Examines welds, and cleans and smooths them by filing, chiselling or grinding.
- Cuts metal shapes using flame and thermal cutting torches.
- May set up welding machines for other operators.

SPECIALISATION**Special Class Welder**

Welds of all types of metals, including mild steel, stainless steel, cast iron, aluminium, copper, brass, diecast metal and magnesium.

4205-19 WELDER (SECOND CLASS)

Operates welding equipment and jigs to weld, cut, trim or scarf metal objects.

SKILL LEVEL

Previous Experience: Up to 1 year as a welder (third class).

On-the-Job Training: 3-12 months.

TASKS Include:

- Examines work orders or specifications to determine job requirements.
- Cleans and smooths work surfaces and aligns and clamps metal parts to be welded or bonded.
- Connects hoses from guns to gas cylinders or connects cables from guns to power terminals.
- Attaches electrodes or threads electrode wires through welding guns.
- Sets angles of electrodes, observes gauges and regulates pressure, voltage, amperage and feed-rate of electrode wires according to specifications.
- Opens cylinder valves, observes gauges and regulates pressure, according to specifications.
- Applies flux along joints or to alloy rods which are to be soldered or brazed.
- Directs torches, cutting tips or soldering irons along work surfaces to bond or fuse joints, or to burn paths along weld cutting lines.
- Forms arc to melt metals with electrode and cuts or welds fabricated parts of metal products.
- Builds up surfaces with progressive applications of welds.
- Examines brazed joints or welds for completeness and rebrazes, rewelds or adjusts controls to vary size and penetration of bead (welded metal).
- Cleans finished welds with power or hand tools.
- May heat soldering irons electrically or in gas flames, or light torches.

SPECIALISATIONS

Arc Welder

Gas-shielded Arc Welding Operator

Metal-Inert-Gas Welder

Plasma-arc Welder

Operates arc-welding machines which may be fitted with welding guns to blow inert or non-combustible gas such as helium, argon or carbon dioxide over arc to prevent oxidation of metal in weld areas.

Brazier

Gas Welder-Cutter

Oxy-acetylene Welder-Cutter

Solderer

4205-21 WELDER (THIRD CLASS)

Assembles components and sub-assemblies of metal products and operates preset spot, butt, stud or friction welding machines.

SKILL LEVEL

On-the-Job Training: 1-8 weeks.

TASKS Include:

- Follows instructions and drawings to locate and position, or secure on workbench, the components to be assembled.
- Assembles components using hand and power tools.
- Solders or spot welds components.
- Deburs and finishes items using files, grinding wheels or emery paper.
- Uses electric spot or butt welding machine.
- May cut scrap metal with oxy-acetylene blowpipes.

4205-91 APPRENTICE STRUCTURAL STEEL, BOILERMAKING AND WELDING TRADESPERSON

Under direction performs routine erecting, welding and repairing of boilers, pressure vessels and pipes, structural steel or metal products, and receives instruction and training in the trades of structural steel working, boilermaking and welding.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

SPECIALISATIONS

Apprentice Boilermaker

Apprentice Metal Fabricator

Apprentice Structural Steel Tradesperson

Apprentice Template Maker

Apprentice Welder

4207-01 SUPERVISOR, METAL CASTING TRADESPERSONS

Supervises and co-ordinates the activities of metal casting tradespersons engaged in planning, laying out and fabricating mould patterns, and in the formation of sand moulds and cores for the production of metal castings.

SKILL LEVEL

Previous Experience: 5 years as a patternmaker or moulder and coremaker.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4207-11 METAL CASTING PATTERNAKER

Plans, lays out and fabricates mould patterns used in forming sand moulds for metal castings.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Makes full-size section drawings on layout boards to assist in planning for construction and moulding of patterns, allowing for shrinkage of metal, machining and taper to allow patterns to be withdrawn from the sand moulds.
- Lays out drawings on stock and divides patterns into sections to facilitate removal of patterns from moulds.
- Cuts and shapes parts using band-saws, lathes, planers and routers.
- Makes core boxes in which sand cores are made.
- Fits and fastens parts to form patterns or sections.
- Trims, smooths and shapes surfaces.
- Assembles sections and verifies conformity with specifications.
- Repairs or rebuilds worn or broken patterns.
- Finishes patterns by applying shellac, lacquer, paint or other finish.

4207-13 MOULDER AND COREMAKER

Forms sand moulds and cores for the production of metal castings, applying knowledge of contours of patterns, moulding and core sands, metal characteristics and pouring procedures.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Sets lower half of pattern on moulding boards and encloses with frame of lower half of moulding boxes.
- Applies parting agents to patterns and positions vents to allow gases to escape.
- Sifts sand around pattern faces.
- Fills boxes with sand and packs it in place using hand ramming tools or pneumatic hammers.
- Turns moulding boxes over and secures top half of pattern.
- Fixes top half of moulding box and repeats moulding operation.
- Separates moulding boxes and removes patterns.
- Repairs damaged mould surfaces using hand tools.
- Applies refractory paint and positions cores in moulds.
- Rejoins and secures moulding boxes.
- Pours molten metal into moulds.

- May carry out sweep moulding by rotating templates to scrape moulds to circular shapes.

SPECIALISATIONS

Coremaker
Metal Moulder

4207-91 APPRENTICE METAL CASTING TRADESPERSON

Under direction, performs routine tasks in planning, laying out and fabricating mould patterns, or forming sand moulds and cores for production of metal castings, and receives instruction and training in the trades of patternmaking or moulding and coremaking.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

SPECIALISATIONS

Apprentice Metal Casting Patternmaker
Apprentice Moulder and Coremaker

4209-01 SUPERVISOR, METAL FINISHING TRADESPERSONS

Supervises and co-ordinates the activities of metal finishing tradespersons engaged in electroplating metal parts and other articles, or polishing them.

SKILL LEVEL

Previous Experience: 5 years as a metal finishing tradesperson.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- May apply functional testing and inspecting procedures to metal stock and castings during or after processing, machining, shaping or forming, to ensure compliance with engineering standards or contract specifications.

4209-11 METAL POLISHER

Performs multiple polishing processes to impart smooth, reflective or other finishes to metal surfaces.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Polishes and buffs sheet and other metal using processes such as emery buffing, grease mopping, burnishing and scratch brushing.
- Selects continuous abrasive bands or polishing heads, such as wire brushes, wheels or bobs of felt, leather or fibre, or polishing mops of calico, cotton or chamois.
- Positions and attaches polishing heads to machines.
- Sets controls to regulate speeds and angles of polishing heads and feed rate of lubricants.
- Dresses polishing heads with abrasives or finishing materials such as emery, grease or rouge, or applies buffing compounds to surfaces to be polished.
- Operates controls to rotate polishing heads.
- Holds surfaces against polishing heads until desired finishes are obtained.
- Removes imperfections or polishes less accessible areas by hand.

4209-13 ELECTROPLATER (FIRST CLASS)

Controls plating processes and maintains solutions used to coat metal articles or other parts with non-ferrous metals.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Prepares and maintains plating solutions.
- Cleans, prepares and descales surfaces of parts or articles with cleaning solutions such as acids or alkalis or by using blasting cabinets.
- Masks areas not to be plated with waxes, lacquers or resistant adhesive tapes.
- Places parts, either individually or in batches, in fixtures, jigs or racks and immerses them in plating solutions or uses procedures such as selective brush plating.
- Sets and adjusts controls to pass required electric current between anodes and cathodes according to thickness of plating required.
- Examines articles or parts to check progress of plating and monitor quality of finish.
- Checks instruments and adjusts current flow.
- Adds water or other materials to maintain mixture and level of cleaning, rinsing and plating solutions.
- Removes parts or articles at completion of plating and rinses and dries them by hand or machine.
- Removes masking substances from articles.
- May work to military or manufacturing specifications and work on such items as telecommunications components, printed circuitry, aircraft engine components and gravure printing cylinders.
- May undertake high level electroforming and anodising operations.

SPECIALISATIONS**Electroformer**

Reproduces lacquer discs for phonograph record masters, or treats other objects with non-conducting surfaces, by spraying on silver coating solution to deposit metal electrolytically.

May polish surfaces of formed metal articles using hand polishing machines.

Anodiser**4209-15 ELECTROPLATER (SECOND CLASS)**
Production Plater

Operates electroplating equipment to coat metal objects electrolytically with copper, nickel, chromium or other non-ferrous metals.

SKILL LEVEL

On-the-Job Training: 4-6 months.

TASKS Include:

- Masks areas not to be plated with waxes, lacquers or resistant adhesive tapes.
- Immerses components in cleaning solutions and places them in fixtures, jigs, racks or barrels to immerse them in plating solutions.
- Suspends pieces of plating metal in solutions to act as anodes.
- Sets and adjusts controls, and switches on electric current or starts rotation of boards.
- Examines components to check the progress of plating.
- Observes meters and adjusts current flow.
- Removes plated components and immerses in rinsing tanks.
- Removes masking substances, examines components for plating defects and dries them by hand or machine.
- May use blasting cabinets to prepare surfaces or descale objects.
- May replace anodes or cathodes of plating equipment.

SPECIALISATION**Metal Plater****4209-17 ELECTROPLATER (THIRD CLASS)**

Tends barrel-plating equipment to coat metal objects electrolytically with copper, nickel, chromium or other non-ferrous metals.

SKILL LEVEL

On-the-Job Training: 1-2 months.

TASKS Include:

- Uses blasting cabinets for surface preparation and descaling of objects.

- Masks areas not to be plated with waxes, lacquers or resistant adhesive tapes.
- Immerses components in cleaning solutions, places them in barrels and immerses them in plating solutions.
- Switches on electric current and starts rotation of barrels.
- Removes plated components and rinses and dries them by hand or machine.
- Removes masking substances and examines components for plating defects.

SPECIALISATION

Barrel Plater

4209-91 APPRENTICE METAL FINISHING TRADESPERSON

Under direction performs routine tasks in electroplating, or polishing and buffing of sheet and other metal products, and receives instruction and training in the trades of electroplating or metal polishing.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

SPECIALISATIONS

Apprentice Electroplater
Apprentice Metal Polisher

4211-01 SUPERVISOR, AIRCRAFT MAINTENANCE ENGINEERS

Supervises and co-ordinates the activities of aircraft maintenance engineers engaged in assembling, maintaining, overhauling and repairing aircraft engines, electrical, instruments, airframes and related systems.

SKILL LEVEL

Previous Experience: 5 years as an aircraft maintenance engineer.

Registration/Licensing: Licensing may be required.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4211-11 AIRCRAFT MAINTENANCE ENGINEER (ENGINES)

Aircraft Engine Fitter
Aircraft Ground Engineer (Engines)
Aircraft Mechanic (Engines)

Fits, maintains, overhauls and repairs aircraft engines, sub-assemblies and related systems.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: Licensing may be required.

TASKS Include:

- Removes engines from aircraft.
- Dismantles engines according to specifications.
- Rectifies minor faults, and sends items requiring major repairs to machine or welding shops, or other support facilities.
- Reassembles engines, checking specifications such as clearances, gear movements and nut and bolt torques with the aid of precision measuring and testing instruments, at each stage.
- Submits engines to final tests in specially designed testing facilities, and makes adjustments.
- Treats engines with anti-corrosion agents.
- Services auxiliary motors and engine accessories such as generators, starters and thermocouples.
- Conducts routine pre-flight engine inspections.
- Maintains records of action taken.

SPECIALISATIONS

Line Maintenance Aircraft Engineer (Engines)

Serves aircraft between flights by overseeing re-fuelling, consulting with pilots or flight engineers about aircraft performance and repairing minor malfunctions.

Inspects engines and airframes.

Examiner of Aircraft Engines

Licensed Aircraft Maintenance Engineer (Engines)

Repairs aircraft engines and related systems and certifies their airworthiness.

4211-13 AIRCRAFT MAINTENANCE ENGINEER (AIRFRAMES)

Aircraft Ground Engineer (Airframes)
Airframe Fitter
Airframe Mechanic

Fits, assembles, maintains and repairs components and sub-assemblies which comprise aircraft frames.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: Licensing may be required.

TASKS Include:

- Positions parts and sub-assemblies such as fuselage, wing or tail components, fuel tanks, landing gear, safety systems and internal fittings on working surfaces, part-assembled airframes or assembly jigs, using hoists.
- Lays out and marks reference points or guidelines, and aligns parts, using precision measuring instruments.
- Assembles parts and sub-assemblies.
- Supervises welding of components.
- Verifies alignments, clearances and quality of finish after final assembly, by visual inspection and measurement, and rectifies faults.
- Maintains and overhauls aircraft systems and sub-assemblies, in accordance with established maintenance schedules, and rectifies defects or malfunctions recorded by test or flight crews.
- Dismantles sub-assemblies and checks parts for wear using test apparatus to simulate flying conditions.
- Replaces and repairs worn and damaged parts.
- Checks fuel and oil lines, control cables and other aircraft systems.
- Reassembles components and checks them for operating efficiency.
- Conducts routine pre-flight aircraft inspections.
- Maintains records of action taken.

SPECIALISATIONS**Line Maintenance Aircraft Engineer (Airframes)**

Serves aircraft between flights by overseeing re-fuelling, consulting with pilots or flight engineers about aircraft performance and repairing minor malfunctions.

Inspects airframes.

Examiner of Airframes**Licensed Aircraft Maintenance Engineer (Airframes)**

Repairs airframes and related systems and certifies their airworthiness.

4211-15 AIRCRAFT MAINTENANCE ENGINEER (ELECTRICAL)

Aircraft Electrical Engineer
Aircraft Ground Engineer (Electrical)

Installs, maintains, repairs or modifies electrical wiring and electrical power systems in aircraft.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: Licensing may be required.

TASKS Include:

- Studies drawings and specifications to determine layout and location of aircraft electrical systems.
- Exposes or dismantles electrical systems, and examines components such as voltage regulators, starter motors, generators, relays, activators, alternators, booster coils and electronic equipment, to detect faults.

- Undertakes maintenance to comply with schedules and regulations.
- Installs electrical circuits and electrical equipment using electrical testing instruments such as voltmeters, ammeters and continuity testers.
- Examines systems to ensure compliance with electrical safety regulations.
- Repairs or replaces defective parts and wiring.
- Records causes of malfunctions and action taken or recommended.

SPECIALISATIONS**Examiner of Aircraft (Electrical)****Licensed Aircraft Maintenance Engineer (Electrical)**

Repairs aircraft electrical and related systems and certifies their airworthiness.

4211-17 AIRCRAFT MAINTENANCE ENGINEER (RADIO)

Aircraft Ground Engineer (Radio)
Aircraft Mechanic (Radio)

Maintains, inspects and replaces radio receivers and related radar, audio and visual equipment on aircraft.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: Licensing may be required.

TASKS Include:

- Conducts diagnostic tests to determine the nature of aircraft radio malfunctions.
- Monitors radio reception to assist in diagnosing faults.
- Removes protective coverings to gain access to equipment.
- Performs voltage and resistance tests and waveform checks, using electronic testing equipment.
- Installs and tests equipment, wiring looms and aerials.
- Replaces defective components.
- Adjusts or replaces faulty parts.
- Tests electronic circuitry, resistors and capacitors.

SPECIALISATIONS**Examiner of Aircraft Radio****Licensed Aircraft Maintenance Engineer (Radio)**

Repairs aircraft radio and related systems and certifies their airworthiness.

4211-19 AIRCRAFT MAINTENANCE ENGINEER (INSTRUMENTS)
Aircraft Ground Engineer (Instruments)
Aircraft Mechanic (Instruments)

Maintains and overhauls aircraft navigational, flight and engine performance, instruments and instrument systems.

SKILL LEVEL

Education and Training: a trade certificate.
Registration/Licensing: Licensing may be required.

TASKS Include:

- Conducts tests of aircraft instruments such as automatic pilots and navigational, flight and engine performance instruments.
- Performs tests using a wide range of test apparatus such as cathode ray oscilloscopes, and oscillators, designed to find faults in components.
- Replaces or repairs defective instruments, instrument systems and electrical wiring.
- Solders printed circuits and other small components.
- Removes and refits instruments, and tests aircraft instrument systems.
- Overhauls instruments, by dismantling, inspecting and repairing them in accordance with manufacturers' workshop manuals.

SPECIALISATIONS

Examiner of Aircraft Instruments
Licensed Aircraft Maintenance Engineer (Instruments)
Repairs aircraft instrument systems and certifies their airworthiness.

4211-91 APPRENTICE AIRCRAFT MAINTENANCE ENGINEER

Under direction performs routine tasks in assembly, maintenance, servicing and repair of aircraft engines, airframes, electrical, radio or instrument systems, and receives instruction and training in the trades of aircraft maintenance engineering.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

SPECIALISATIONS

Apprentice Aircraft Ground Engineer
Apprentice Aircraft Mechanic

4213-01 SUPERVISOR, PRECISION METAL TRADESPERSONS

Supervises and co-ordinates the activities of precision metal tradespersons engaged in fabricating, assembling, maintaining and repairing precision instruments, clocks, watches, locks, saws and guns.

SKILL LEVEL

Previous Experience: 5 years as a precision metal tradesperson.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4213-11 PRECISION INSTRUMENT MAKER AND REPAIRER
Instrument Fitter

Assembles, calibrates, installs and overhauls mechanical precision instruments and equipment.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Fits and assembles instrument parts and sub-assemblies such as springs, valves, plates, bearings, lenses and glass faces, using hand tools, measuring instruments and magnifying aids.
- Calibrates instruments using standard weights and measures, jigs and fixtures and hand tools to adjust and align parts and small balancing weights.
- Installs industrial instruments and equipment such as control panels, meters and fixed cameras.
- Overhauls instruments and equipment.
- Dismantles instruments, and repairs or replaces defective parts using hand and power tools.
- Monitors performance using testing and measuring instruments, and makes adjustments.
- Records action taken.

SPECIALISATIONS

Camera Repairer
Scalemaker and Adjuster
Scientific Instrument Maker and Repairer

4213-13 WATCH AND CLOCK MAKER AND REPAIRER
Watchmaker

Repairs, cleans and adjusts watches and clocks.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Examines timepieces to determine sources of malfunctions.
- Dismantles timepieces and disassembles mechanisms.
- Diagnoses faults and repairs or replaces defective parts using hand tools and machines such as watchmakers' lathes and electronic timing machines.
- Tests circuits in electronic watches and clocks.
- Reassembles, fits and adjusts parts to ensure correct operation.
- Lubricates moving parts and demagnetises mechanisms.
- Replaces watch and clock faces.
- Sets and checks timing.
- May estimate costs and prepare quotes for repairs.

4213-15 LOCKSMITH

Installs and maintains locks and related security devices.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Determines customers' locking requirements by discussion, and examination of site.
- Designs or recommends appropriate systems such as safes, strongrooms, master key systems, alarms or door and window locks.
- Fits and installs locking systems.
- Repairs jammed, worn or damaged locks by manipulating, dismantling, repairing or replacing defective parts.
- Modifies locks by changing tumblers in locking mechanisms or changing locks.
- Cuts new or duplicate keys for locks and other security devices using keycutting machines.
- Opens locked safes, doors or padlocks by manipulation when keys have been mislaid.
- May keep records of specifications of installed locking systems.
- May fabricate, fit and assemble parts for one-off locks and security systems.

SPECIALISATION**Safemaker**

Fabricates, fits and installs safes and strongrooms.

4213-17 SAW MAKER AND REPAIRER

Saw Doctor

Makes, repairs, sets and sharpens blades for circular, band and other saws.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Selects sheetmetal stock appropriate to the size and type of blades to be manufactured.
- Straightens and stretches stock to desired shape using rolling machines.
- Installs dies in power presses and operates presses to cut teeth in stock.
- Operates grinding and boring machines to trim and sharpen pressed teeth, and to install mounting pinholes in blades.
- Welds or brazes ends of bandsaws.
- Checks blade and teeth dimensions against specifications using precision measuring instruments such as micrometers and gauges.
- Cuts broken teeth from saws using power shears, bevels sheared joints, and brazes or welds new teeth to blades, using grinding machines and brazing or welding equipment.
- Sets teeth to ensure specified width of cuts using special hand tools.
- Sets up saw-sharpening machines to obtain required distances between saw teeth, angles of bevel and depths of cut.
- Operates machines to sharpen teeth.
- May manually sharpen teeth.

SPECIALISATION**Saw Sharpener****4213-19 GUNSMITH**

Armourer

Modifies, services and repairs rifles, revolvers and other firearms.

SKILL LEVEL

On-the-Job Training: 4 years.

TASKS Include:

- Examines weapon parts and sub-assemblies such as barrels, triggers, bolts, ejectors and magazines for condition and accuracy of fit.
- Dismantles and corrects by chiselling, filing, scraping, grinding, boring or otherwise machining.
- Replaces worn and broken parts and reassembles firearm.
- Treats and polishes metal to limit corrosion and improve finish.
- Test-operates firearms to ensure smooth operation of moving parts, determine and correct sighting errors, or detect faulty parts and assembly.
- May fabricate, fit and assemble parts for custom-built or other specialised small arms.

- May modify guns to customer specifications by re boring barrels to enlarge calibre, or fitting new stocks.
- May make ammunition or refill spent cartridges using special tools and machines.
- May shape and fit gunstocks.

4213-21 ENGRAVER

Inscribes letters, figures and designs on metal, glass, wooden, rubber, plastic and other surfaces.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Lays out lettering or designs on objects by sketching on paper or in powder on the objects to be engraved.
- Marks outlines of designs using scribes, mounts objects in vices and cuts designs with engraving tools.
- Cleans and polishes engraved areas.
- May sketch original designs or copy sketches or photographs.
- May brush powder or solutions on to surfaces of dies or plates which imprint designs.
- May use pantographs to enlarge or reduce designs.
- May operate engraving machines to cut standard designs.

4213-91 APPRENTICE PRECISION METAL TRADESPERSON

Under direction performs routine tasks in assembling, repairing and installing mechanical precision instruments and equipment, and receives instruction and training in the trades of making and repairing precision instruments, watches and clocks, locks, saws or guns.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

SPECIALISATIONS

Apprentice Locksmith
Apprentice Saw Maker and Repairer
Apprentice Watch and Clock Repairer

4301-01 SUPERVISOR, ELECTRICAL POWERLINE TRADESPERSONS

Supervises and co-ordinates the activities of linesmen/women engaged in installing, repairing, maintaining and patrolling overhead and underground electrical power distribution networks.

SKILL LEVEL

Previous Experience: 5 years as an electrical power linesman/woman.

Registration/Licensing: May be required with State authorities.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4301-11 ELECTRICAL LINESMAN/WOMAN

Installs, repairs, maintains and patrols overhead and underground electrical sub-transmission and distribution systems from supplier to customers.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: May be required with State authorities.

TASKS Include:

- Drives vehicles to patrol electrical lines or to and from work sites.
- Operates hand and power tools to install earth stakes, poles and guy wires.
- Ensures that safe operating conditions exist for working on electrical equipment and distribution systems of all voltages.
- Climbs ladders, or stands in lift buckets to install or service aerial equipment such as cross arms, insulators, transformers, street lights and customer supply points, or to trim trees clear of power lines.
- Covers energised conductors with insulating materials and performs low and medium voltage live work.
- Joins overhead conductors using compression fittings, and adjusts tension.
- Performs emergency repairs and de-energising of conductors.
- Monitors safe working conditions and equipment, and practises resuscitation, rescue and first aid procedures.

4301-13 ELECTRICAL CABLE JOINTER

Joins insulated electric power cables installed in underground conduits and trenches and prepares cable terminations for connection to electrical equipment and overhead lines.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: May be required with State authorities.

TASKS Include:

- Repairs and maintains cables.
- Joins cables at connecting points in sub-transmission and distribution systems.
- Splices conductors leading away from junctions of main cables, insulates splices and connects cable sheathing.
- Tests performance of installed cables and checks that insulation of cables is in good condition.
- Maintains location diagrams.
- Ensures that electrical conductors are correctly connected between sub-stations and customers' premises.
- May dig trenches and service pits or tunnels for cables.
- May test for the presence of gas.
- May encase cables in armoured or other protective covers.

4301-91 APPRENTICE ELECTRICAL POWERLINE TRADESPERSON

Trainee Electrical Linesman/woman

Under direction performs routine tasks in installing, repairing and maintaining overhead and underground electric power distribution networks, and receives instruction and training in electrical powerline installation, maintenance and repair.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Electrical Linesman/woman, according to a training schedule.

4303-01 SUPERVISOR, ELECTRICAL FITTERS

Supervises and co-ordinates the activities of electrical fitters engaged in fitting, assembling, installing, maintaining and testing electrical plant, equipment and components.

SKILL LEVEL

Previous Experience: 5 years as an electrical fitter.

Registration/Licensing: May be required with State authorities.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4303-11 ELECTRICAL EQUIPMENT FITTER

Fits, assembles, installs, maintains and tests electrical plant, equipment and components.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: May be required with State authorities.

TASKS Include:

- Establishes job requirements from blueprints, wiring diagrams or specifications.
- Determines parts and materials required and checks them for accuracy, using measuring instruments.
- Fabricates or modifies metal parts, assembles components and checks alignment and accuracy of fit.
- Selects and cuts wires or cables, strips insulation from wire ends and connects wires or cables to terminals or connectors according to wiring diagrams.
- Lubricates moving parts such as bearings.
- Lays out installation reference points.
- Positions and assembles components on site.
- Connects plant and equipment to power supply and test-operates and makes adjustments.
- Operates machine tools such as lathes, drilling machines, welding and heating equipment and hoists.

SPECIALISATIONS**Heavy Coil Winder**

Winds or shapes continuous coils for heavy-duty electrical equipment.

Armature Winder**Electrical Instrument Fitter**

4303-13 ELECTRICAL APPLIANCE SERVICER

Servises and repairs domestic and commercial electrical appliances and equipment.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: May be required with State authorities.

TASKS Include:

- Diagnoses faults and inspects parts for flaws or signs of wear.
- Traces electrical circuits, using wiring diagrams, and repairs faulty wiring.
- Repairs or replaces defective parts.
- Cleans and lubricates mechanisms.
- Reassembles and test-operates units.
- Monitors performance and makes adjustments.

- Records causes of malfunctioning and action taken.
- May drive vehicles to customers' premises to service appliances.
- May prepare cost estimates and give quotes.
- May arrange for payment for services.

4303-91 APPRENTICE ELECTRICAL FITTER

Under direction performs routine tasks in installing, maintaining and testing electrical plant, equipment and components, and receives instruction and training in the trade of electrical fitting.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

4305-01 SUPERVISOR, AUTOMOTIVE ELECTRICIANS

Supervises and co-ordinates the activities of automotive electricians engaged in the installation, maintenance and repair of electrical wiring and components in motor vehicles.

SKILL LEVEL

Previous Experience: 5 years as an automotive electrician.

Registration/Licensing: May be required with State authorities.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4305-11 AUTOMOTIVE ELECTRICIAN Automotive Electrical Fitter

Installs, maintains and repairs electrical wiring and components in automobiles, trucks and buses.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: May be required with State authorities.

TASKS Include:

- Installs electrical equipment such as gauges, alternators, capacitors and starter motors in motor vehicles.
- Connects power operated equipment such as radios, air-conditioners and power windows to power supply.

- Uses test instruments to locate electrical malfunctions.
- Adjusts engine control systems and timing.
- Tests and replaces defective alternators, generators, starter motors, and related items such as voltage regulators.
- Repairs or replaces faulty ignition and electrical wiring.
- Replaces defective parts such as fuses, lamps and switches.

4305-91 APPRENTICE AUTOMOTIVE ELECTRICIAN

Under direction performs routine tasks in installing, maintaining and repairing electrical wiring and components in motor vehicles, and receives instruction and training in the trade of automotive electrics.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Automotive Electrician, according to a training schedule.

4307-01 SUPERVISOR, REFRIGERATION AND AIR-CONDITIONING MECHANICS

Supervises and co-ordinates the activities of workers engaged in installing, maintaining and repairing refrigeration and air-conditioning systems.

SKILL LEVEL

Previous Experience: 5 years as a refrigeration or air-conditioning mechanic.

Registration/Licensing: May be required with State authorities.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4307-11 AIR-CONDITIONING MECHANIC Air-Conditioning Technician

Assembles, installs, services and repairs air-conditioning units and systems.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: May be required with State authorities.

TASKS Include:

- Installs compressor and condenser units using material handling equipment.
- Installs evaporator units in cabinets or in air ducts.
- Cuts, bends and threads piping.
- Attaches piping to refrigeration units using sleeves, couplings or unions, and solders joints to form complete circulatory systems for refrigerants and chilled water.
- Co-ordinates activities with workers installing ducting.
- Installs wiring for circulating fans, compressor units and air filters.
- Charges units with refrigerant.
- Commissions units, observes pressure and vacuum gauges, and adjusts controls for optimum performance.
- Tests refrigerant lines to detect leaks.
- Repairs installed units by adjusting or replacing controls or parts, or by recharging with refrigerant.

4307-13 REFRIGERATION MECHANIC

Refrigeration Fitter

Assembles, installs, services, repairs and maintains industrial, commercial and domestic refrigeration and air-conditioning systems.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: May be required with State authorities.

TASKS Include:

- Establishes job requirements from blueprints and specifications, and lays out installation reference points using measuring instruments.
- Drills holes, installs mounting brackets and cuts, bends and threads piping.
- Installs components such as compressors, motors, condensers, evaporators, switches and gauges, and copper lines for steam, gas, refrigerant, compressed air, fuel, oil and chilled water.
- Bolts, solders, rivets, welds or brazes pipes to connect equipment.
- Checks alignment and accuracy of fit.
- Fills systems with gas or fluid to check for leaks.
- Removes test gas or fluid using vacuum pumps and fills with refrigerant.
- Test-operates systems, checks mechanisms and makes adjustments.
- Checks and overhauls systems, diagnoses faults and repairs or replaces defective components.
- Adjusts system controls and mechanisms and reassembles systems.
- Records causes of malfunctioning and action taken.

4307-91 APPRENTICE REFRIGERATION AND AIR-CONDITIONING MECHANIC

Under direction performs routine tasks in assembling, installing, servicing, repairing and maintaining refrigeration and air-conditioning systems, and receives instruction and training in the trades of refrigeration or air-conditioning mechanics.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

4309-01 SUPERVISOR, ELECTRICAL MECHANICS

Supervises and co-ordinates the activities of electrical mechanics engaged in the installation, maintenance and repair of electrical wiring and related equipment in ships, trains, houses, and commercial and industrial establishments.

SKILL LEVEL

Previous Experience: 5 years as an electrical mechanic.

Registration/Licensing: Required with State authorities.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4309-11 ELECTRICAL MECHANIC

Electrician

Installs, maintains and repairs electrical wiring and related equipment in ships, trains, houses, and commercial and industrial establishments.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: Required with State authorities.

TASKS Include:

- Examines wiring diagrams and installation areas to plan layout of wiring systems.
- Positions and installs electrical switchboards.
- Installs sheathed cables, using power drills and hand tools.
- Measures, cuts and installs plastic conduit and pulls wires through.
- Splices wires by stripping insulation from terminal leads with pliers, twisting and soldering wires and applying tape or terminal caps.
- Connects ends of installed wires to circuit breakers, transformers, timers and other electrical equipment to complete circuits.

- Installs and connects items such as switches, lighting fixtures and earthing systems.
- Connects clients' systems to power supply.
- Tests continuity of circuit to ensure electrical compatibility and safety using instruments such as ohmmeters, voltmeters and insulation resistance testers.
- May install, modify, maintain and repair electrical equipment such as storage heaters, water heaters, electric signs or switchboards.

SPECIALISATION

Electrical Contractor

4309-13 ELECTRICIAN (SPECIAL CLASS)

Services and repairs intricate and complex electrical or electronic circuitry.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: Required with State authorities.

TASKS Include:

- Diagnoses and repairs faults in electrical circuitry which has a substantial electronic component and is connected to multiple and often varied energy sources with controlled sequences, or is otherwise of a complex nature.
- Analyses drawings and specifications to determine sequences and methods of operation.
- Uses electrical and electronic test instruments to trace faults.
- Dismantles units, repairs or replaces defective components and reassembles.
- Test-operates and monitors the performance of systems, and adjusts settings.
- Records causes of malfunctioning and action taken.
- May service and repair circuitry in prototype and other non-standard units.
- May service and repair components of electrical equipment powered by hydraulic, pneumatic or other non-electrical energy sources.

4309-91 APPRENTICE ELECTRICAL MECHANIC

Apprentice Electrician

Under direction performs routine tasks in installing, maintaining and repairing electrical wiring and related equipment, and receives instruction and training in the trade of electrical mechanics.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Electrical Mechanic, according to a training schedule.

4311-01 SUPERVISOR, COMMUNICATIONS EQUIPMENT TRADESPERSONS

Telecommunications Line Supervisor

Supervises and co-ordinates the activities of communications equipment tradespersons engaged in the installation, maintenance, testing and repairing of communications equipment.

SKILL LEVEL

Previous Experience: 5 years as a communications equipment tradesperson.

Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4311-11 BROADCASTING TRADESPERSON

Broadcasting Technician

Maintains and repairs radio and television electronic broadcasting equipment, such as microphones, television cameras and telecine equipment.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: May be required.

TASKS Include:

- Analyses reports and consults with equipment operators to obtain details of malfunctions.
- Examines equipment to detect defects such as loose or broken wires, and poor connections.
- Replaces defective wiring and terminals, and re-solders connections.
- Locates faulty components such as capacitors, electron tubes, printed circuit boards and transformers, using electronic test equipment.
- Replaces faulty assemblies and components.
- Switches on transmitting equipment and checks output power, frequency and modulation against specifications.
- Checks the operation of equipment such as antennas, remote controls and auxiliary power units.
- May work on outside broadcasting locations.

4311-13 TELECOMMUNICATIONS TRADESPERSON

Telecommunications Technician

Installs, maintains, operates and repairs telecommunications equipment and appliances such as telephones, switchboards, telegraph and data transmission equipment, in homes or at business or telephone exchanges.

SKILL LEVEL

Education and Training: a trade level certificate.

TASKS Include:

- Examines drawings, specifications and work areas to determine positioning and connections for equipment to be installed.
- Attaches outgoing and incoming wires and cables to appliances being installed.
- Locates faults in equipment using instruments such as ohmmeters, voltmeters and ammeters.
- Adjusts, replaces and repairs faulty items at telephone exchanges, telephone installation centres or fault control centres.
- Repairs telephones in homes, or installs computerised switchboards in office blocks.
- Tests equipment using electrical and electronic instruments.
- May run telephone cables underground.

4311-15 TELECOMMUNICATIONS LINE SERVICEMAN/WOMAN

Telecommunications Linesman/woman

Installs, maintains and locates faults in all types of external telecommunication equipment, including aerial lines, conduits and cables.

SKILL LEVEL

Education and Training: a trade level certificate.

TASKS Include:

- Erects, tests and maintains aerial wires.
- Installs underground cables for telephone and other communications transmissions.
- Joins cables by hand or machine and seals sheaths with lead or thermoplastic.
- Distributes cable pairs from exchanges or pillars.
- Locates and repairs faults in lines and cables.
- May install lead-ins, internal wiring, and less complex equipment at customers' premises.

SPECIALISATIONS

Telecommunications Cable Joints

Connects pairs of lines at street junction boxes or pillars in telephone cable networks.

Radio Lineman/woman

Installs radio masts, towers, antennas and transmitter feeders.

4311-91 TRAINEE COMMUNICATIONS EQUIPMENT TRADESPERSON

Under direction performs routine tasks in installing, maintaining and repairing communications equipment, and receives instruction and training in communications trades.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Undertakes theoretical studies and progressively performs tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

SPECIALISATIONS

Telecommunications Line Serviceman/woman-in-Training

Telecommunications Linesman/woman-in-Training

Telecommunications Technician-in-Training

Trainee Telecommunications Linesman/woman

4311-99 COMMUNICATIONS EQUIPMENT TRADESPERSON NEC

This residual grouping covers Communications Equipment Tradespersons not elsewhere classified.

SKILL LEVEL

Education and Training: a trade level certificate.

SPECIALISATION

Alarms Installer

Examines drawings, specifications and work sites to determine positioning and connections for equipment to be installed.

Installs and connects wiring and recording or warning equipment.

Checks circuits of installations to verify the accuracy of assembly.

Checks monitoring and warning controls to prepare systems for operation and adjusts them under operating conditions.

Implements inspection programs.

May install remote control television cameras and intrusion detection and fire alarm systems.

4313-01 SUPERVISOR, RADIO AND TELEVISION SERVICERS

Supervises and co-ordinates the activities of radio and television tradespersons engaged in maintaining, adjusting and repairing radio and television receivers, and related audio and visual reproduction equipment.

SKILL LEVEL

Previous Experience: 5 years as a radio and television servicer.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4313-11 RADIO AND TELEVISION SERVICER

Radio and Television Repairer

Maintains, adjusts and repairs radio and television receivers, and related audio and visual reproduction equipment such as tape recorders and video cassette recorders.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Discusses the nature of equipment malfunctions with clients.
- Monitors radio and television reception to assist in diagnosing faults.
- Removes protective coverings to gain access to equipment.
- Performs voltage and resistance tests and waveform checks, using electronic test equipment.
- Adjusts or replaces faulty parts.
- Tests electronic circuitry, resistors and capacitors.
- Records servicing time and replacement parts used.
- May install television sets and antennas on clients' premises.
- May accept payments and write receipts for service.
- May adjust controls of colour receivers using colour bar generators.
- May examine motors of record turntables and tape recorders.

SPECIALISATIONS

Radio Mechanic
Television Mechanic
Video Technician

4313-91 APPRENTICE RADIO AND TELEVISION SERVICER

Under direction performs routine tasks in repairing and maintaining radio and television receivers, and receives instruction and training in the trade of radio and television servicing.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Radio and Television Servicer, according to a training schedule.

4315-01 SUPERVISOR, OFFICE EQUIPMENT AND COMPUTER SERVICERS

Supervises and co-ordinates the activities of office equipment and computer servicers engaged in installing, servicing and repairing electrically, electronically or mechanically activated office equipment such as computer hardware, typewriters, calculating machines and cash registers.

SKILL LEVEL

Previous Experience: 5 years as an office equipment and computer servicer.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4315-11 OFFICE EQUIPMENT SERVICER

Business Equipment Mechanic

Services and repairs typewriters, calculators, cash registers and other commercial and office machines.

SKILL LEVEL

Education and Training: a trade level certificate.

TASKS Include:

- Examines and operates machines, and consults customers to determine causes of malfunctions.
- Disassembles machines and examines components.
- Repairs or replaces defective parts.
- Reassembles, test-operates and adjusts machines.
- Cleans machine parts and interiors of machines.
- Undertakes routine work on electrical or electronic components by repairing or replacing faulty parts or wiring.
- Uses electrical and electronic testing equipment.
- Advises users of correct operating procedures to prevent malfunctions.

4315-13 COMPUTER SERVICER

Computer Technician

Installs, services and repairs computer hardware.

SKILL LEVEL

Education and Training: a trade level certificate.

TASKS Include:

- Reads blueprints and consults manufacturers' manuals to determine installation procedures.
- Assembles circuitry in accordance with specifications.
- Sets up standard test equipment to evaluate functional and operational performance.
- Interprets test data and examines circuitry to locate faults.
- Replaces defective components and wiring.
- Adjusts and calibrates circuitry and components.
- Completes service reports.

4315-91 TRAINEE OFFICE EQUIPMENT AND COMPUTER SERVICER

Under direction performs routine tasks in servicing and repairing computers and office equipment, and receives instruction and training in office equipment and computer servicing.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Undertakes theoretical studies and progressively performs tasks covered by one of the occupations in this Unit Group, according to a training schedule.

SPECIALISATION

Apprentice Office Equipment and Computer Servicer

4399-01 SUPERVISOR, OTHER ELECTRICAL AND ELECTRONICS TRADESPERSONS

Supervises and co-ordinates the activities of other electrical and electronics tradespersons.

SKILL LEVEL

Previous Experience: 5 years as an electrical and electronics tradesperson.

Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATION

Supervisor, Lift Mechanics

4399-11 LIFT MECHANIC

Lift Electrician

Assembles, installs, adjusts, maintains and repairs electric and hydraulic freight and passenger lifts and escalators.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: Required by State authorities.

TASKS Include:

- Studies drawings, and lays out location of frameworks, counter-balance rails, motors, pumps, and cylinder foundations.
- Installs elevator guide rails and verifies their alignment.
- Installs cables, counterweights, pumps, motor foundations, escalator drives, elevator cars, doors, entrance frames and control panels.
- Installs safety and control devices.
- Connects electrical wiring to control panels and electric motors.
- Tests and adjusts assemblies, including cables, wiring and electrical controls.
- Adjusts counter weights and regulates controls to compensate for power overload.
- Tests and adjusts safety controls, such as brakes and governors.
- Carries out regular maintenance programs on operational lifts.
- Locates and determines causes of faults in motors, brakes, switches and control systems.
- Repairs hydraulic or mechanical brakes by adjusting or replacing valves, ratchets, seals and brake linings.

4399-13 VENDING MACHINE SERVICER

Maintains and repairs vending machines.

SKILL LEVEL

On-the-Job Training: 6-12 months.

TASKS Include:

- Studies product manuals or specifications.
- Consults customers to determine the nature of malfunctions.
- Dismantles and examines machines to identify causes of malfunctions.
- Repairs or replaces faulty parts by renewing worn bearings, realigning cogs, soldering cracked or broken housings, replacing sheared bolts, broken springs or other faulty parts.
- Lubricates moving parts.
- Reassembles, test-operates and adjusts machines.

SPECIALISATIONS

Amusement Machine Mechanic
Poker Machine Servicer

4399-99 ELECTRICAL AND ELECTRONICS TRADESPERSONS NEC

This residual grouping covers Electrical and Electronics Tradespersons not elsewhere classified.

SKILL LEVEL

Education: a trade level certificate.

Registration/Licensing: May be required.

SPECIALISATIONS

Apprentice Electronic Instrumentation Tradesperson
Electronic Instrument and Control Tradesperson
Electronic Instrument Tradesperson (Complex Systems)

4401-01 SUPERVISOR, CARPENTERS AND JOINERS

Supervises and co-ordinates the activities of carpenters and joiners engaged in the construction or maintenance of wooden structures, and in the fixtures of buildings, bridges and dams.

SKILL LEVEL

Previous Experience: 5 years as a carpenter and joiner.

Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

RELATED OCCUPATIONS

Occupation 1601-15 Building Contractor
 Occupation 3207-11 Building Technician

4401-11 CARPENTER

Constructs, erects, installs, renovates and repairs structures and fixtures of wood, plywood, wallboard and other materials.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: May be required.

TASKS Include:

- Reads drawings and specifications to determine materials required, dimensions and installation procedures.
- Orders and selects timbers and materials, and prepares layouts.
- Cuts materials with hand and power tools, and assembles or nails cut and shaped parts.

- Erects framework, lays sub-flooring and verifies trueness of structures.
- Assembles ceiling joists and rafters to construct roof framing, or nails pre-fabricated roof trusses into place.
- Nails fascia panels, sheathes rooves and fits exterior wall cladding to enclose structures.
- Cuts and nails frames around windows and doors, hangs doors, installs prefabricated units and other structures, and nails floor-boards over subfloor.
- May install door handles, locks, hardware, flooring underlay, suspended ceilings, insulating materials and other fixtures.
- May examine and remove parts of existing structures, do minor preparatory work and install building supports.
- May erect scaffolding and steel studding.

SPECIALISATIONS

Fixing Carpenter
Shop Fitter

Manufactures, installs and repairs fittings, furniture, finishing items and pre-fabricated panels, showcase partitions, exhibitors' stands, and home improvement products.

May work with aluminium.

Formwork Carpenter

Constructs formwork for concrete pouring on buildings and other construction work such as bridges, wharfs and piers.

Prop and Scenery Maker

Constructs props, miniatures, sets and backgrounds for motion picture, television and theatrical productions.

RELATED OCCUPATIONS

Unit Group 4907 Marine Construction Tradespersons

4401-13 JOINER

Cuts, shapes and fits timber parts in workshops to form structures and fittings, ready for installation.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Determines job requirements from drawings, written instructions and templates.
- Sets out work and makes cutting lists.
- Sets up jigs, selects timber and cuts to size and shape using templates.
- Cuts joints using wood cutting machines or hand and power tools.
- Assembles prepared wood to form structures and fittings.
- Checks the accuracy of work.
- Maintains and sharpens hand tools.
- May repair existing fittings.
- May work with plastic laminates, perspex or metals.

- May fit aluminium window frames, and glaze windows of units for sectional timber buildings.

SPECIALISATIONS**Joinery Setter-out**

Selects timber and marks out designs and cutting lines.

Joinery Patternmaker

Prepares full-scale drawings and assembles templates.

Marks instructions and information on templates.

Repairs and rebuilds damaged templates.

4401-91 APPRENTICE CARPENTER AND JOINER

Under direction performs routine tasks in the construction and repair of timber fixtures and joinery, and receives instruction and training in the trades of carpentry and joinery.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

SPECIALISATIONS

Apprentice Carpenter

Apprentice Joiner

4403-01 SUPERVISOR, BRICKLAYERS

Supervises and co-ordinates the activities of bricklayers engaged in preparing and laying bricks and related materials.

SKILL LEVEL

Previous Experience: 5 years as a bricklayer.

Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

RELATED OCCUPATION

Occupation 1601-15 Building Contractor

4403-11 BRICKLAYER

Blocklayer

Lays bricks, precut stone, concrete blocks and other types of building blocks in mortar to construct and repair veneer and solid walls, foundations, partitions, arches and other structures.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: May be required.

TASKS Include:

- Examines plans and specifications.
- Erects scaffolding.
- Seals foundations with damp-resistant materials.
- Spreads layers of mortar to serve as base and binder for blocks, using trowels.
- Lays bricks in rows, designs or shapes, spreading mortar between joints.
- Embeds blocks in mortar, and removes excess mortar from blocks.
- Checks vertical and horizontal alignment.
- Shapes bricks to fit irregular spaces and constructs arches and ornamental brickwork.
- Repairs and maintains brick, cement block and related structures.
- May operate brick cutting machines.
- May lay paving bricks, tiles or other materials in sand.

SPECIALISATIONS**Refractory Bricklayer****Retort Setter (Bricklaying)**

Lays fire, plastic and coke bricks and refractory tiles to build, line and repair steam boilers, industrial ovens, furnaces, kilns and smelters.

Cuts or drills openings in bricks or plastic for heating elements and pyrometers.

Arch Builder**Chimney Builder****Tuckpointer****RELATED OCCUPATION**

Occupation 4999-15 Stonemason

4403-91 APPRENTICE BRICKLAYER

Under direction performs routine tasks in laying bricks and refractory tiles, and receives instruction and training in the trade of bricklaying.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Bricklayer, according to a training schedule.

4405-01 SUPERVISOR, PAINTERS, DECORATORS, AND SIGNWRITERS

Supervises and co-ordinates the activities of painters, decorators and signwriters engaged in applying paint and related materials, and wallpaper and fabrics to buildings and other structures, or painting signs.

SKILL LEVEL

Previous Experience: 5 years as a painter, decorator or signwriter.

Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4405-11 PAINTER AND DECORATOR

Applies paint, varnish, wallpaper and other finishes to protect, maintain and decorate interior and exterior surfaces of domestic, commercial and industrial buildings and structures.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Determines quantity of materials required.
- Erects scaffolding, cradles and ladders, and places dropsheets to protect areas from paint spattering.
- Removes old paint or paper.
- Prepares surfaces by fixing woodwork and filling and sealing holes, cracks and joins.
- Cleans structures and equipment.
- Selects or prepares paints to match colours by mixing portions of pigment, oil and thinning and drying additives.
- Brushes, rolls or sprays paints, stains, varnishes and other finishes on to surfaces.
- May hang wallpaper.
- Washes equipment and cleans work areas.

SPECIALISATION**Industrial Painter (Structures)**

Paints or applies other protective materials to industrial structures.

4405-13 PAPERHANGER

Covers interior walls and ceilings with materials such as paper, vinyl, carpet and fabrics, for protective and decorative purposes.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Estimates quantities of wallpaper or fabrics required.
- Erects scaffolding and sets up pasteboards.
- Removes old paper or other finishes with scrapers, water and chemicals.
- Cleans surfaces, fills cracks and holes with fillers, and smooths down with sandpaper.
- Sprays or brushes acetic acid on damp plaster to neutralise lime effect.
- Brushes size on to porous surfaces to seal and waterproof.
- Measures surfaces and cuts wallpaper or fabric to required lengths, ensuring that designs match.
- Trims rough edges from strips.
- Mixes pastes and applies to wallpaper or fabric.
- Moistens pre-pasted paper, using water trough or wet sponge.
- Marks vertical guidelines on walls to align wallpaper.
- Places strips on surfaces, and matches adjacent edges of designs.
- Smooths coverings with dry brushes or felt-covered rollers to remove wrinkles or bubbles.
- Smooths joints with rollers, and trims overlap.

4405-15 SIGNWRITER

Signcraftsman/woman

Designs, draws, makes and paints signs for displays, buildings, hoardings, boats and structures.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Studies proposals, sketches or written instructions and confers with clients to determine style and composition of signs.
- Selects sign materials such as plastic, wood, metal, lacquers and varnishes.
- Prepares paint by mixing, tinting and thinning.
- Prepares brick, metal, timber, glass and other surfaces for signwriting.
- Marks out lettering or designs by freehand, or with the aid of templates, stencils or paper patterns.
- Masks sign background, and paints signs using rollers, spray guns or brushes and mahl sticks.
- Makes and erects three-dimensional signs.
- Cleans and maintains brushes and equipment.
- May erect and work on scaffolding.
- May design and create wall murals, screen prints, gold leaf work and custom vehicle art.

**4405-91 APPRENTICE PAINTER,
DECORATOR AND SIGNWRITER**

Under direction performs routine paperhanging and preparation and painting of surfaces and signs, and receives instruction and training in the trades of painting, decorating or signwriting.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

4407-01 SUPERVISOR, PLASTERERS

Supervises and co-ordinates the activities of plasterers engaged in fixing fibrous plaster sheets and applying solid plaster to walls and ceilings.

SKILL LEVEL

Previous Experience: 5 years as a plasterer.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4407-11 SOLID PLASTERER

Cement Renderer
Cement Plasterer

Applies decorative and protective coverings of plaster, cement or similar materials to the interiors and exteriors of structures.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Mixes plaster and cement.
- Applies coats of plaster to structures, using trowels.
- Levels and smooths coats to uniform thickness.
- Plumbs and straightens corners, angles and wall and ceiling surfaces.
- Applies finishing coats of plaster and smooths surfaces.
- Creates decorative textures in finishing coats.
- Applies and finishes acoustic, insulating and fireproofing materials bonded with plaster, plastic cement and similar materials.
- May spray or apply protective glazes or vermiculite to covered surfaces.
- May fix pre-cast cornices, panel mouldings, ceiling centres and other plaster fittings.

- May apply water-proofing coats to structures.
- May lay floors of granolithic, terrazzo, cement or similar composition.
- May finish concrete floors.
- May erect scaffolds and trestles.

4407-13 FIBROUS PLASTERER

Fibrous Plaster Fixer
Plasterboard Fixer
Fibrous Plaster Setter

Applies and fixes suspended ceilings and plasterboard partitions, fire rating systems, acoustic tiles, and composite wall linings to domestic and commercial buildings.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Determines plasterboard layout, and installs insulation and vapour barriers.
- Measures and marks reference points on plasterboard.
- Cuts plasterboard, lifts and positions panels and secures them to walls and ceilings, or to battens.
- Prepares corner beads and secures them in position.
- Fixes pre-cast cornices, panel mouldings, ceiling centres and other plaster fittings.
- Covers joins and nail holes with wet plaster or sealing compounds, and smooths them using wet brushes and sand paper.
- May spray fibrous materials over surfaces to be covered.

4407-91 APPRENTICE PLASTERER

Under direction performs routine tasks in applying plaster or fixing plasterboard in buildings, and receives instruction and training in the trade of plastering.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

4409-01 SUPERVISOR, PLUMBERS

Supervises and co-ordinates the activities of plumbers and other workers engaged in installing and repairing pipelines, plumbing and related equipment for water, gas, sewerage and other systems.

SKILL LEVEL

Previous Experience: 5 years as a plumber.

Registration/Licensing: Required with State authorities.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATIONS

Supervisor, Drainers
Supervisor, Gasfitters

4409-11 PLUMBER (GENERAL)

Lays out, fabricates, installs, tests and maintains pipes, fixtures, fittings, gas lines, meters and regulators.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: Required with State authorities.

TASKS Include:

- Examines drawings and specifications to determine necessary materials, and layout of plumbing systems.
- Locates and marks positions for connections, passage holes, and fixtures in walls and floors.
- Cuts holes through walls and floors to accommodate pipes, measures pipes and marks cutting or bending lines.
- Cuts and threads pipes, and bends pipes using pipe-bending tools.
- Assembles and installs piping, valves and fittings.
- Joins pipe sections and secures pipes.
- Tests lines as required by local plumbing regulations.
- Installs plumbing fixtures such as toilets, wash basins, sprinkler systems and industrial processing units.
- Maintains and repairs plumbing systems.
- May cut, fit and secure metal flashing into angles formed by walls, chimney vents and intersecting roof surfaces.
- May install and fix roofs and guttering.
- May install, service and repair plumbing components of water heating and ducted air-conditioning systems.

SPECIALISATIONS

Pipe Joiner
Pipe Fitter (Plumbing)

Lays out, fabricates, installs and maintains pressure systems of piping and fittings for conducting steam, water, oils, acids, or other chemicals, liquids and gases, used in heating, cooling, lubricating and other industrial processing systems.

Roof Plumber
Sprinkler Fitter

4409-13 GASFITTER

Gas-main and Line Fitter

Installs, maintains, tests and repairs gas lines, meters, regulators, units and appliances, in residential, commercial and industrial establishments.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: Required by State authorities.

TASKS Include:

- Examines drawings and specifications.
- Measures and marks reference points for location of equipment.
- Installs gas meters and regulators, and cuts openings in structures to accommodate pipes and fittings.
- Prepares and installs gas supply and feeder pipelines between gas units and meters.
- Installs vents and flues, and connects components such as burners, valves, automatic controls and gas supplies.
- Tests and adjusts control mechanisms, turns on gas and inspects and tests pipelines and equipment.
- Locates leaks and faulty connections and determines pressure and flow of gas.
- Attends to leaks by examining and repairing supply lines, meters, controls and appliances.
- Advises customers of built-in safety features and standards, and answers queries in relation to the operation and maintenance of gas units and systems.
- May inspect equipment.

SPECIALISATIONS

Leadburner
Liquid Petroleum Gasfitter
Pinpointer

4409-15 DRAINER

Installs, maintains and repairs pipes in storm or sanitation systems and drains, and installs septic tanks, holding wells, sullage pits and transpiration beds.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: May be required with State authorities.

TASKS Include:

- Determines where piping should be laid to ensure proper drainage.

- Marks off areas for trenches and arranges excavation.
- Excavates through concrete floors and brick walls prior to laying of pipes.
- Measures and cuts pipes made of PVC plastic, clay, concrete and similar materials and lays pipe sections into position in trenches.
- Fits reflux valves and constructs pits and access facilities.
- Fills joints of concrete and clay pipes with mortar, oakum and rubber rings to form seals.
- Repairs breaks in drainage or sewer lines, and opens clogged sewer lines.
- Excavates for tanks, sullage pits and transpiration beds, and places and seals tanks.
- Carries out tests to conform with local regulations and conditions.
- May clean drains or install tanks.

SPECIALISATIONS

Drain Cleaner
Septic Tank Installer

4409-91 APPRENTICE PLUMBER

Under direction performs routine tasks in installing, repairing and maintaining plumbing pipes, fixtures and fittings, and receives instruction and training in the plumbing trades.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

SPECIALISATIONS

Apprentice Drainer
Apprentice Gasfitter
Apprentice Leadburner
Apprentice Sprinkler Fitter

4411-01 SUPERVISOR, ROOF SLATERS AND TILERS

Supervises and co-ordinates the activities of roof slaters and tilers engaged in applying roof tiles, sheets or shingles, to form waterproof surfaces.

SKILL LEVEL

Previous Experience: 5 years as a roof slater and tiler.
Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4411-11 ROOF SLATER AND TILER

Covers structures with roof tiles, sheets or shingles to form waterproof surfaces.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: May be required.

TASKS Include:

- Examines drawings, specifications and work sites to determine materials required.
- Erects ladders and scaffolds.
- Places and secures waterproof sheets over eaves.
- Nails or staples roofing underlay to roofs.
- Aligns starter rows of roofing material with edges of roofs, and secures with wire, staples or nails.
- Overlaps successive layers of tiles.
- Sizes and cuts roofing material to fit around vents, chimney edges, corners and ridges.
- Slips roofing materials under pre-fabricated flashing and nails it down.
- Fixes edge and ridge tiles in cement mortar.
- May caulk exposed nail heads and flashing to prevent leaks.
- May lay aluminium or steel tiles.

SPECIALISATIONS

Roof Fixer
Roof Shingler

4411-91 APPRENTICE ROOF SLATER AND TILER

Under direction performs routine tasks in roof slating and tiling, and receives instruction and training in the trade of roof slating and tiling.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Roof Slater and Tiler, according to a training schedule.

4413-01 SUPERVISOR, WALL AND FLOOR TILERS

Supervises and co-ordinates the activities of floor and wall tilers engaged in preparing and laying ceramic, slate and related tiles.

SKILL LEVEL

Previous Experience: 5 years as a wall and floor tiler.

Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4413-11 WALL AND FLOOR TILER
Wall and Floor Tile Fixer

Lays ceramic, clay, slate, marble and glass tiles on external and internal walls and floors to provide protective and decorative finishes.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: May be required.

TASKS Include:

- Examines plans, measures and marks surfaces and lays out work.
- Prepares wall and floor surfaces by removing old tiles, grout and adhesive, and cleaning with soap and water.
- Spreads adhesive onto prepared surfaces and tiles, and sets tiles in position.
- Ensures tiles are properly aligned.
- Grouts tiles and cleans and removes excess grout.
- May lay floors of granolithic, terrazzo, cement or similar composition.

SPECIALISATIONS

Ceramic Tiler

Mosaic Tiler

Terrazzo Floor Layer

RELATED OCCUPATIONS

Unit Group 4919 Floor Coverers

4413-91 APPRENTICE WALL AND FLOOR TILER

Under direction performs routine tasks in laying ceramic, clay, slate, marble, glass or related tiles, and receives instruction and training in the trade of wall and floor tile laying.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Wall and Floor Tiler, according to a training schedule.

4501-01 SUPERVISOR, COMPOSITORS

Supervises and co-ordinates the activities of workers engaged in setting and composing type for printing.

SKILL LEVEL

Previous Experience: 5 years as a compositor.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- May perform costing and estimating tasks.

4501-11 COMPOSITOR

Sets and composes type and other material by hand or machine into a format for printing.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Prepares layouts, and assembles, plans, imposes and makes up pages in metal, bromide or film.
- Sets up and operates keyboard controlled typesetting machines.
- Sets lines of type in hot metal or cold type, according to copy and instructions for style.
- Operates computerised phototypesetting systems by keying-in and manipulating copy on visual display terminals according to style and program instructions.
- Processes output to obtain images on bromide or film.
- May undertake proof-reading and revising, mark-up, cast off and coding of copy.

SPECIALISATION

Typesetter

4501-91 APPRENTICE COMPOSITOR

Under direction performs routine setting up and composing of type, and receives instruction and training in the trade of printing composition.

SKILL LEVEL

Education: Training authorities may set entry standards.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Compositor, according to a training schedule.

4503-01 SUPERVISOR, GRAPHIC REPRODUCTION TRADESPERSONS

Supervises and co-ordinates the activities of workers engaged in the preparation of images for subsequent reproduction and related tasks.

SKILL LEVEL

Previous Experience: 5 years as a graphic reproduction tradesperson.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- May perform costing and estimating tasks.

4503-11 PLATE PREPARER (PRINTING)
Plate Maker (Printing)

Prepares and makes printing plates.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Combines, plans and opaques film for the preparation and making of plates.
- Produces multiple images by hand or by using step and repeat machinery.
- Chemically treats and coats zinc, steel, magnesium, aluminium copper or other metal plates with a photosensitive surface.
- Prepares and coats photo-polymer plates for exposure to film.
- Exposes prepared plates to light through the film negative and develops images on plates.
- Etches pre-exposed metal or photo-polymer plates with acids, solvents and other solutions for the formation of printing surfaces.
- Hand engraves, routs and mounts blocks.
- Prints and examines proofs to check quality and makes corrections to plates.

SPECIALISATIONS

Etcher-Finisher (Photo Engraving)
Flexographic Plate Maker
Gravure Plate Preparer
Letterpress Plate Maker

**Lithographic Plate Preparer
Proofer-Finisher (Printing)****4503-13 CYLINDER PREPARER (PRINTING)**

Prepares and makes cylinders for gravure printing.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Copper-deposits, grinds and polishes cylinders for laying and etching.
- Coats cylinders with light sensitive coatings.
- Plans the layout of film.
- Exposes light through film to light-sensitive coatings on cylinders.
- Prepares and exposes carbon tissue for laying on cylinders by transfer method, then develops image.
- Paints out and etches cylinders.
- Prints proofs and checks them for quality.
- Chrome-plates and polishes cylinders.
- Examines proofs to verify quality of etching.

SPECIALISATIONS

Cylinder Reviser
Depositor and Grinder
Proofer (Printing)

4503-15 IMAGE PREPARER (PRINTING)

Prepares and produces films, in negative or positive form, from which printing surfaces, plates or cylinders are made.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Operates graphic cameras or other photographic equipment to reproduce camera ready copy on to films.
- Operates plate making equipment to reproduce images from film to printing plates.
- Operates computer screen based equipment for scanning, colour separation, colour correction, masking, creative design, combining, imposing, retouching, or other processes used to transfer copy to film and produce film for plate or cylinder productions.
- Develops film manually or by film processor.
- Carries out dot etching, retouching, planning, combining, colour correction, colour separation, opaquing or stripping.
- Carries out chemical proofing from negative or positive film.

- Produces film positives or negatives, or bromides, by contact printing.
- Produces multiple images by step and repeat processes.

SPECIALISATIONS

Electronic Scanner Operator (Printing)
Process Camera Operator (Printing)
Retoucher and Planner (Printing)

4503-91 APPRENTICE GRAPHIC REPRODUCTION TRADESPERSON

Under direction performs routine tasks in preparing printing film, plates and cylinders, and receives instruction and training in the trade of graphic reproduction.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

4505-01 SUPERVISOR, PRINTING MACHINISTS

Supervises and co-ordinates the activities of workers engaged in operating printing presses.

SKILL LEVEL

Previous Experience: 5 years as a printing machinist.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Controls print-room operations.
- May control dark-room operations.
- May perform costing and estimating tasks.

4505-11 LETTERPRESS PRINTING MACHINIST

Sets up and operates letterpress printing presses.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Prepares image materials, photoengravings, stereotypes, electrotypes, hot metal type and photo polymer plates.

- Sets and adjusts paper-feed mechanisms, delivery mechanisms, cylinders, inking and distributor rollers and other machine functions.
- Prepares paper or board for loading into feeder stacks.
- Mixes ink to standard and regulates paper and ink supply during print runs.
- Monitors press operations to check print quality and detect malfunctions.
- Undertakes routine maintenance, adjustment and repair.
- Completes production records.

4505-13 LITHOGRAPHIC PRINTING MACHINIST

Sets up and operates single or multicolour, sheet-fed or web-fed lithographic presses.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Prepares plates, blankets and impression cylinders on offset lithographic printing presses.
- Sets and adjusts paper feed mechanisms, delivery mechanisms, entry and distribution rollers and other machine functions.
- Prepares paper or board, in sheet or reel form, for loading into feed mechanisms.
- Mixes and matches inks and colours.
- Monitors press operations to check print quality and detect malfunctions.
- Maintains quality of print-images throughout production of jobs.
- Undertakes routine maintenance, adjustment and repair.
- Completes production records.

4505-15 FLEXOGRAPHIC OR GRAVURE PRINTING MACHINIST

Sets up and operates flexographic or gravure printing presses.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Fits printing plates or cylinders to presses.
- Sets doctor blades, which remove excess ink from plates or cylinders in gravure processes, and grinds and files edges of worn blades.
- Adjusts web tension, regulates drying and cooling apparatus and paper or other material feeding devices, and mixes inks and solvents.

- Monitors press operations to check print quality and detect malfunctions.
- Maintains and preserves plates and cylinders at end of runs.
- Undertakes routine maintenance, adjustments and repair.
- Completes production records.

4505-17 NEWSPAPER PRESS MACHINIST (METROPOLITAN)

Operates newspaper presses for the production of metropolitan newspapers.

SKILL LEVEL

On-the-Job Training: 3-6 months.

TASKS Include:

- Prepares presses, sets rollers, changes blankets, sets and controls colours, and sets up and adjusts folding mechanisms.
- Operates, loads and unloads spider mechanisms which feed paper from reels into presses.
- Loads paper on to presses, glues it and operates control mechanisms.
- Operates brakes on presses, adjusts side-lays of sheets and inspects paper-folders.
- Assists with placing of plates on presses.
- Keeps production records.
- May perform routine lubrication of presses.
- May be in charge of press operations.

4505-19 SMALL OFFSET PRINTING MACHINIST

Sets up and operates small offset printing presses used in instant print shops or for in-house printing.

SKILL LEVEL

On-the-Job Training: 3-6 months.

TASKS Include:

- Prepares plates, blankets and impression cylinders on small offset lithographic printing presses.
- Loads paper into feeding mechanisms.
- Monitors machine operations and quality of printing.
- Undertakes routine maintenance, repair and cleaning of machines.
- May collate, trim and staple documents.
- May keep production records.

4505-91 APPRENTICE PRINTING MACHINIST

Under direction performs routine tasks in operating printing presses, and receives instruction and training in the trade of printing machining.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

4507-01 SUPERVISOR, BINDERS AND FINISHERS

Supervises and co-ordinates the activities of workers engaged in binding and finishing of printed products.

SKILL LEVEL

Previous Experience: 5 years as a binder and finisher.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4507-11 BINDER AND FINISHER

Binds books and other publications, or finishes printed products, by hand or machine.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Binds full, half-bound, quarter-bound and limp-bound books, and repairs bindings.
- Edge-gilds, bevels and marbles bindings using hand tools.
- Folds, collates and sews signatures by hand or machine.
- Operates paper guillotines for pre-press and post-press paper cutting and trimming, and programs electronically-operated units.
- May prepare, set up and supervise the operation of automatic binding and finishing equipment.
- May mix inks and operate pen or disc-ruling machines.

SPECIALISATION

Paper Guillotine Operator (Bookbinding)

4507-91 APPRENTICE BINDER AND FINISHER

Under direction performs routine tasks in binding and finishing printed products, and receives instruction and training in the trade of binding and finishing.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Binder and Finisher, according to a training schedule.

4509-01 SUPERVISOR, STEREOTYPERS AND ELECTROTYPERS

Supervises and co-ordinates the activities of workers engaged in stereotyping and electrotyping to support printing.

SKILL LEVEL

Previous Experience: 5 years as a stereotyper and electrotyper.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4509-11 STEREOTYPER AND ELECTROTYPYER

Makes duplicate plates for long-run or multiple printing operations, by making moulds and using them to cast stereometal plates (stereotyping) or to make plates from a shell of electrolytically deposited metal (electrotyping).

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Prepares formes from original engraving or type, or combinations of both.
- Presses pliable mache, flong, rubber, plastic or wax matrix against formes using hydraulic presses to produce moulds.
- Pours molten metal into moulds and removes stereometal plates from moulds.
- Chemically coats moulds and suspends them in electrolytic solutions to produce metal shells which are stripped from moulds and backed with metal or plastic.
- Trims and finishes plates using hand tools and machines.
- Repairs or makes alterations to damaged plates.
- Files and stores matrices.
- May maintain and correct alloy composition and plating baths.

4509-91 APPRENTICE STEREOTYPER AND ELECTROTYPYER

Under direction performs routine tasks associated with the duplication of printing plates, and receives instruction and training in the trade of stereotyping and electrotyping.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Stereotyper and Electrotyper, according to a training schedule.

4511-01 SUPERVISOR, SCREEN PRINTERS

Supervises and co-ordinates the activities of workers engaged in screen printing and preparing stencils.

SKILL LEVEL

Previous Experience: 5 years as a screen printer.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4511-11 SCREEN PRINTER

Sets up and operates power driven or hand operated screen printers, and prepares stencils.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Selects, mixes and matches coloured inks and loads ink into presses.
- Loads paper, fabric, plastic or other material stock and adjusts registers of feeder mechanisms.
- Controls machines and inspects quality of printing.
- Loads printed items into drying racks, unloads and stacks dry items.
- Removes waste and cleans machines and work areas.
- Performs routine maintenance of machines and attachments.
- May set and maintain drying oven temperature.
- May keep production records.

SPECIALISATION

Screen Printing Stencil Preparer
Prepares master sketches.

Traces hand-cut and photographic stencils from master sketches.

Hand cuts stencils and prepares photographic stencils.

Applies stencils to screens.

May operate cameras.

4511-91 APPRENTICE SCREEN PRINTER

Under direction performs routine tasks in preparing screen printing stencils and screen printing, and receives instruction and training in the trade of screen printing.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Screen Printer, according to a training schedule.

4601-01 SUPERVISOR, VEHICLE MECHANICS

Supervises and co-ordinates the activities of workers engaged in maintaining and repairing vehicles.

SKILL LEVEL

Previous Experience: 3-5 years as a vehicle mechanic.

Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4601-11 MOTOR MECHANIC

Maintains, repairs and tests motor vehicles and their parts and sub-assemblies.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: May be required.

TASKS Include:

- Diagnoses faults by discussing symptoms with vehicle operators, listening to engines, fitting and operating specialised test equipment and test-driving vehicles.
- Raises vehicles, using hydraulic jacks or hoists.
- Removes assemblies such as engines, transmissions, differentials or steering gear.
- Dismantles faulty assemblies, checks parts and refers to workshop manuals.
- Repairs or replaces worn and defective parts.

- Reassembles, tests and adjusts sub-assemblies and reinstalls them in vehicles.
- Checks exhaust emissions and tunes engines to achieve smoother running and ensure compliance with air and noise pollution regulations.
- Relines and adjusts brakes.
- Aligns front ends.
- Replaces worn shock absorbers.
- Changes oil, and oil and air filters, and lubricates vehicles.
- May inspect vehicles and issue roadworthiness certificates or detail work required to achieve roadworthiness.

SPECIALISATIONS

Brake Mechanic

Diagnoses, overhauls, tests and repairs the mechanical parts of disc, drum or power brake systems including truck compressed-air brake systems.

Uses vacuum gauges to check power brake cylinders.

Machines disc and drum brakes and attaches new linings to brake shoes by bonding or rivetting.

Adjusts shoe clearances and bleeds air from brake lines.

Diesel Motor Mechanic

Maintains, repairs and tests diesel-powered cars and trucks.

Automotive Air-Conditioning Mechanic

Installs, maintains and repairs automotive air-conditioning units.

RELATED OCCUPATION

Occupation 4103-11 specialisation, Diesel Fitter-Mechanic

4601-13 SMALL ENGINE MECHANIC

Repairs small engines and associated systems in motorcycles, boats and other specialised equipment.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Diagnoses faults by discussing symptoms with operators, listening to engines and using specialised testing equipment.
- Dismantles faulty assemblies, checks parts using precision measuring equipment and refers to workshop manuals.
- Tunes engines to achieve smoother running.
- Services or overhauls engines.

SPECIALISATIONS

Lawnmower Mechanic

Motorcycle Mechanic

Outboard Motor Mechanic

4601-91 APPRENTICE MOTOR MECHANIC

Under direction performs routine tasks in repairing motor vehicles, their parts and sub-assemblies, and receives instruction and training in the trade of motor mechanics.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

SPECIALISATIONS

Apprentice Brake Mechanic
Apprentice Diesel Motor Mechanic
Apprentice Motorcycle Mechanic
Apprentice Small Engine Mechanic

4603-01 SUPERVISOR, PANEL BEATERS

Supervises and co-ordinates the activities of workers engaged in manufacturing and forming vehicle panels and repairing damaged motor vehicle bodies.

SKILL LEVEL

Previous Experience: 3-5 years as a panel beater.
Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Maintains records for insurance or warranty claims and provides customer quotes.

4603-11 PANEL BEATER

Repairs damage to metal body work on vehicles, and manufactures and forms vehicle panels using machines or hand tools.

SKILL LEVEL

Education and Training: a trade certificate.
Registration/Licensing: May be required.

TASKS Include:

- Removes damaged panels and parts, or removes upholstery and accessories to gain access to damaged areas.
- Places specially shaped metal tools against surfaces of dented areas and pounds opposite surfaces with hammers to remove dents.
- Straightens badly damaged vehicles using mechanical and hydraulic equipment.

- Fills depressions with plastic filler, and files, grinds and sands repaired surfaces.
- Repairs panels by welding on new sections.
- May assist vehicle body builders in the construction of custom designed, specialty or vintage vehicles.
- May spray-paint vehicles.
- May form panels using presses, guillotines and metal cutters, according to dimensional drawings.

4603-91 APPRENTICE PANEL BEATER

Under direction performs routine tasks in repairing and making vehicle panels, and receives instruction and training in the trade of panel beating.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Panel Beater, according to a training schedule.

4605-01 SUPERVISOR, VEHICLE PAINTERS

Supervises and co-ordinates the activities of workers engaged in spray-painting new and damaged vehicles and body panels.

SKILL LEVEL

Previous Experience: 3-5 years as a vehicle painter.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4605-11 VEHICLE PAINTER

Prepares surfaces of vehicles, matches and mixes colours and applies prime and finish coats of paint.

SKILL LEVEL

Education and Training: a trade certificate.
Registration/Licensing: May be required.

TASKS Include:

- Removes rough spots on vehicle panels.
- Sands surfaces by hand or with electric sanders.
- Covers areas not to be painted with masking tape and paper.
- Colour matches and mixes paints to match paint shades, or selects premixed paint.

- Applies primer and finish coats using spray guns and rubs down surfaces between coats.
- Touches-up paintwork and applies polish to vehicles.
- Removes masking papers and waxes and polishes finished paintwork.
- May paint signs or artwork on vehicles.
- May treat vehicles with rust-proofing chemicals.

4605-91 APPRENTICE VEHICLE PAINTER

Under direction performs routine tasks in preparing and painting motor vehicles, and receives instruction and training in the trade of vehicle painting.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Vehicle Painter, according to a training schedule.

4607-01 SUPERVISOR, VEHICLE BODY MAKERS

Supervises and co-ordinates the activities of workers engaged in manufacturing and repairing vehicle bodies.

SKILL LEVEL

Education: a trade certificate.

Previous Experience: 3-5 years as a vehicle body maker.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Provides quotations, checks service warranty claims and establishes standard times and customer charges.

4607-11 VEHICLE BODY MAKER Vehicle Body Builder

Manufactures and repairs prototype production units and specialised vehicle bodies such as buses, fire engines and caravans.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Studies blueprints, body drafts, drawings and specifications.

- Constructs framework sections, without the aid of jigs, in metal, wood, fibreglass and other materials, using stretching and shrinking machinery and welding equipment.
- Bolts, screws, rivets or welds sections together to form complete frameworks.
- Cuts, shapes and attaches panels of sheetmetal, aluminium or reinforced plastic to frameworks.
- May alter assembly line vehicles to special requirements.

SPECIALISATION

Coach Builder

4607-91 APPRENTICE VEHICLE BODY MAKER

Under direction performs routine tasks in manufacturing and repairing specialised motor bodies, and receives instruction and training in the trade of vehicle body making.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Vehicle Body Maker, according to a training schedule.

4609-01 SUPERVISOR, VEHICLE TRIMMERS

Supervises and co-ordinates the activities of workers engaged in manufacturing and repairing the interior trim of motor vehicles.

SKILL LEVEL

Previous Experience: 3-5 years as vehicle trimmer.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4609-11 VEHICLE TRIMMER

Installs, repairs and replaces the interior trim of vehicles, such as seats, linings, floor coverings and door trims.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Removes old coverings or fittings from vehicles and takes new measurements.

- Selects and cuts out pieces of fabric, vinyl or leather using shears or electrical cutting tools.
- Sews pieces together using heavy duty sewing machines.
- Fits and installs trim in vehicles.
- Attaches door trims, rubber seals, locks and handles.
- Prepares new work according to drawings and sketches.
- May perform developmental work.

SPECIALISATION**Vehicle Upholsterer****4609-91 APPRENTICE VEHICLE TRIMMER**

Under direction performs routine tasks in making and repairing interior trim for motor vehicles, and receives instruction and training in the trade of vehicle trimming.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Vehicle Trimmer, according to a training schedule.

4701-01 SUPERVISOR, MEAT TRADESPERSONS

Supervises and co-ordinates the activities of workers engaged in slaughtering and cutting meat, and making smallgoods.

SKILL LEVEL

Previous Experience: 4-6 years as a meat tradesperson.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATIONS

Supervisor, Abattoir Workers
Supervisor, Smallgoods Makers

4701-11 BUTCHER

Organises, selects, cuts, trims and prepares meat for sale or supply.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Cuts and trims standard cuts of meat to shape and size for display or as ordered, using knives, hand tools and power equipment.
- Cuts bones from meat.
- Trims excess fat and gristle, and scrapes bone dust from portions.
- Advises customers on the suitability and uses of cuts of meat.
- Cuts, weighs and wraps meat and records costs.
- Orders meat supplies from wholesalers.
- Stores meat in refrigerators or freezers.
- Feeds pieces of boneless meat through roller cutters of cubing machines to cube or tenderise.
- Dips steaks or cutlets into egg and presses into bread crumbs.
- Prepares roasts by shaping, tying, marinating and stuffing with herbs and seasonings.
- Sets up and operates mincers, grinders, mixers, patty forming or sausage forming machines.
- Packs products in lined containers or on trays.
- May slice and trim steaks, chops, fowl, fish and shellfish.
- May assist in menu planning, scheduling and estimating food production costs.
- May collect payment for sales.
- May prepare offal and smallgoods.

4701-13 SMALLGOODS MAKER

Selects and prepares meats to make smallgoods.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Orders meat supplies from wholesalers.
- Stores meat in refrigerators or freezers.
- Prepares meat by removing bones and trimming fat.
- Makes seasonings and pickles by mixing spices, salt and other ingredients according to recipes.
- Cuts, minces and grinds meat and fat.
- Adds seasonings to ground meat.
- Operates filling machines, cooking kettles and vats, and smoking chambers.
- Cures meat.

4701-15 SLAUGHTERMAN/WOMAN

Slaughters livestock in abattoirs.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Severs jugular veins of animals which have been stunned, to drain blood and facilitate dressing.
- Trims and removes head meat or severs animal heads.
- Shaves pig carcasses and skins cattle, sheep and goat carcasses with hide strippers.
- Slits open, eviscerates and trims animal carcasses.
- Scribes, saws or splits carcasses into smaller portions for easier handling.
- Trims, sorts and washes viscera to prepare and separate edible portions for further processing.
- Washes work areas.
- May slaughter livestock according to procedures required by religious laws.

4701-91 APPRENTICE MEAT TRADESPERSON

Under direction performs routine tasks in cutting and preparing meat, and receives instruction and training in the meat trades.

SKILL LEVEL

Education and Training: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

SPECIALISATIONS

Apprentice Butcher
Apprentice Smallgoods Maker
Apprentice Slaughterman/woman

4703-01 SUPERVISOR, BAKERS AND PASTRYCOOKS

Supervises and co-ordinates the activities of workers engaged in making and baking products such as dough, bread, cakes and pastries.

SKILL LEVEL

Previous Experience: 3-5 years as a baker and pastrycook.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4703-11 PASTRYCOOK

Prepares and bakes buns, cakes and pastrygoods.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Checks the cleanliness and operation of equipment before production runs to ensure health and safety regulations are met.
- Weighs and mixes ingredients for doughs and cake mixes.
- Mixes and kneads dough by hand or machine.
- Matures, cuts, moulds and shapes dough preparatory to baking.
- Operates pastry dough baking and rolling equipment.
- Mixes pastry fillings.
- Glazes buns and pastries and decorates cakes with cream or icing.
- Monitors forming machines for crumpets, muffins and wafers.
- Loads buns, pastries and cakes into ovens.
- Controls baking times and monitors the temperature and appearance of products.
- Unloads ovens and allows products to cool.
- Operates machines which finish baked products.
- Orders pastry making supplies from wholesalers.
- Transfers trays of products between processes, or transfers them to delivery trays.
- Empties, cleans and greases baking trays and tins.
- Wraps and packages products.
- May fill and shape pastrygoods.
- May load and unload freezers.
- May maintain and clean equipment and premises.
- May bake bread.
- May serve customers.
- May operate production line machinery to make pastrygoods in large quantities.

SPECIALISATION

Cake Decorator

4703-13 BAKER

Prepares and bakes bread loaves and rolls, including fancy breads.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Checks the cleanliness and operation of equipment before production runs to ensure health and safety regulations are met.
- Checks the quality of raw materials and weighs ingredients for making dough.
- Mixes and kneads dough by hand or machine.
- Forms, reforms, proves and places dough into tins or on to trays.
- Loads tins or trays into proofers and then into ovens.
- Cleans and greases tins and trays.
- Monitors oven temperatures and bread appearance to determine baking times.
- Unloads ovens and arranges depanning and cooling of bread.
- Co-ordinates the forming, loading and baking of batches of bread and rolls.
- May operate machines which slice and wrap bread or rolls.
- May make dough or pastries.
- May maintain and clean equipment and premises.
- May serve customers.
- May operate production line machinery to make dough and bake bread in large quantities.

SPECIALISATION

Doughmaker

4703-15 BISCUIT MAKER

Prepares ingredients and makes and bakes biscuits.

SKILL LEVEL

On-the-Job Training: 1-2 years.

TASKS Include:

- Checks production schedules to determine types and quantities of biscuits to be baked.
- Checks the cleanliness and operation of machinery before production runs to ensure health and safety regulations are met.
- Prepares and weighs ingredients to prescribed recipes.
- Loads ingredients into mixing machines to form dough.
- Controls mixing times and transfers dough to tempering rooms.

- Operates machines which roll and mould dough or cut biscuits to shape and size, and recycles dough offcuts.
- Changes and adjusts moulding dies, cutters or rollers on biscuit forming machines.
- Mixes cream filling ingredients and operates machinery which joins cream biscuits.
- Monitors oven temperatures and biscuit appearance, and adjusts heating and belt speeds to bake biscuits.
- May serve customers.

4703-91 APPRENTICE BAKER AND PASTRYCOOK

Under direction performs routine tasks in making doughs, cakes, bread and fillings, and unloading ovens and tins, and receives instruction and training in the trades of pastrycooking or baking.

SKILL LEVEL

Education and Training: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

4705-01 SUPERVISOR, COOKS

Plans menus, estimates costs, and supervises the activities of chefs and cooks who prepare and cook food in catering and dining establishments.

SKILL LEVEL

Previous Experience: 8 years as a cook.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Plans menus and advises chefs and cooks on sizes of portions or servings.
- Reviews labour and food costs and arranges menus according to budget.
- Confers with customers regarding plans for special occasions, such as weddings and banquets.
- Arranges for equipment purchases and repairs.
- Examines supplies of foodstuffs to ensure quality.
- Meets with establishment management to discuss problems and plans.
- May demonstrate special cooking techniques to chefs and cooks.

SPECIALISATION**Executive Chef****4705-11 CHEF**

Co-ordinates the activities of kitchen staff, and prepares and cooks food in catering and dining establishments.

SKILL LEVEL

Previous Experience: 4 years as a cook.

TASKS Include:

- Requisitions food, kitchen supplies and equipment.
- Advises cooks on size of portions or servings.
- Regulates temperatures of ovens, grills and other cooking equipment.
- Adds seasonings to foods during mixing or cooking according to personal judgement, experience or recipes.
- Observes, tastes and smells food being cooked to determine stage of cooking.
- Portions food, places in appropriate dishes, adds gravies or sauces, and garnishes.
- Confers with customers regarding plans for special occasions.
- Co-ordinates the activities of cooks and other staff.
- Demonstrates techniques to cooks and advises them on cooking procedures.
- Discusses food preparation issues with managers, dietitians, executive chefs or other staff members.
- Ensures cleanliness of kitchen staff, dishes, utensils, kitchen equipment and work areas.
- May create new dishes.
- May plan menus and estimate food and labour costs.
- May interview, hire and dismiss staff.
- May freeze and preserve foods.

SPECIALISATION**Sous-chef****4705-13 QUALIFIED COOK**

Prepares, seasons and cooks food in catering and dining establishments.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Obtains food from storage.

- Regulates temperatures of ovens, grills and other cooking equipment.
- Prepares and cooks food.
- Adds seasonings to foods during mixing or cooking according to personal judgement, experience or recipes.
- Observes, tastes and smells food being cooked to determine stage of cooking.
- Portions food, places it in dishes, adds gravies or sauces, and garnishes.
- Stores food in temperature controlled facilities.
- May prepare and perform bulk cooking in hospitals.
- May prepare food to meet special dietary requirements.
- May plan menus and estimate food requirements.
- May freeze and preserve foods.

4705-91 APPRENTICE COOK

Under direction performs routine tasks in preparing and cooking food, and receives instruction and training in the trade of cooking.

SKILL LEVEL

Education and Training: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

4705-99 COOKS NEC

This residual grouping covers Cooks not elsewhere classified.

SKILL LEVEL

Previous Experience: Up to 1 year as a kitchenhand.

SPECIALISATIONS**Domestic Cook**

Prepares and cooks meals in private homes.

Shearers' Cook

Prepares and cooks meals, including morning and afternoon teas, for shearing gangs.

May travel with one gang under contract and provide own cooking equipment.

4799-01 SUPERVISOR, OTHER FOOD TRADESPERSONS

Supervises and co-ordinates the activities of workers engaged in grain, dairy product and confectionery processing.

SKILL LEVEL

Previous Experience: 5-10 years as a food tradesperson.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATIONS

Supervisor, Buttermakers
Supervisor, Cheesemakers
Supervisor, Confectioners
Supervisor, Millers

4799-11 MILLER

Controls the processes of mixing, milling and treating grains and by-products to produce flour or stockfeed.

SKILL LEVEL

Education: 2 year certificate.

Previous Experience: 2-4 years as trainee miller.

TASKS Include:

- Receives production and storage schedules.
- Sets up milling flow and processing systems.
- Controls and adjusts feed gates or rolling machines to provide the required mixtures and flow rates of grain.
- Adjusts the settings of rollers.
- Ensures formulae and moisture content of products are met.
- Directs the activities of other workers.
- Monitors the bagging of products and by-products.
- Implements and monitors grain infestation control programs.
- Maintains production data and checks the quantities of ingredients used and in storage.
- Supervises the preparation of additives.
- Changes from one processing batch to another, ensuring machinery and implements are cleaned.
- May operate computer consoles which control automated processes.
- May take samples and conduct tests for factors which affect storage and production.
- May fire and maintain steam boilers.
- May make test doughs and bread.

SPECIALISATION

Stockfeed Miller

Mixes and mills ingredients to produce stockfeed pellets and mashes.

4799-13 BUTTERMAKER

Controls equipment to make butter, using batch or continuous process churning methods.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: May be required.

TASKS Include:

- Connects piping between cream storage vats and churns.
- Activates controls to pump sterilising solutions through equipment before churning.
- Starts flow of cream to churns or continuous buttermakers.
- Observes separation of butter-milk from butter and pumps buttermilk from churns.
- Tests butter for moisture, salt content and consistency, using testing apparatus.
- Adjusts equipment to process butter in conformity with specifications.
- Removes butter from churns and loads it into moulding and packaging machine hoppers.
- Examines the smell, taste and texture of butter, and tests butter to determine its grade.
- May place empty cartons in packaging units at discharge end of continuous process churn.

4799-15 CHEESEMAKER

Controls equipment to form and cure cheeses, and to make processed and natural cheese.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: May be required.

TASKS Include:

- Adds measured amounts of bacterial culture to milk.
- Adds and stirs prescribed quantities of rennet into mixtures.
- Starts agitators, and mixes ingredients until specified levels of acidity are reached.
- Removes and tests samples of milk mixtures.
- Stops agitators to allow mixtures to form curds.
- Pulls curd knives through curds or uses handscoops to separate curds and release whey.
- Observes thermometers, adjusts steam valves and starts agitators to stir and cook curds until desired firmness and texture are attained.
- Directs other workers to add ingredients and to cut, pile, mill and mould curd into cheese shapes.
- Samples cheese after manufacture and during maturation for taste, smell and texture to determine grade.
- Records processing data and test results.

4799-17 CONFECTIONER

Mixes raw materials, and shapes and cooks confectionery.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Examines production schedules to determine confectionery types and quantities to be made.
- Checks the cleanliness and operation of equipment before production runs.
- Weighs and mixes batches of ingredients according to recipes.
- Controls temperature and pressure in boilers used to make boiled sweets.
- Cools, folds, coats, slices, moulds and wraps sweets by hand or machine.
- Operates equipment which makes chocolate from beans and refines and tempers chocolate.
- Operates coating and moulding machines.

4799-91 APPRENTICE, OTHER FOOD TRADES

Under direction performs routine tasks in setting up food processing equipment, mixing ingredients and making food products, and receives instruction and training in food trades such as buttermaking, cheesemaking or confectionery.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

SPECIALISATIONS

Apprentice Buttermaker
Apprentice Cheesemaker
Apprentice Confectioner

4799-93 TRAINEE MILLER

Under direction performs routine setting up of grain milling systems, and receives instruction and training in milling.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Undertakes theoretical studies and progressively undertakes tasks covered by the occupation Miller, according to a training schedule.

4801-01 SUPERVISOR, NURSERYMEN/WOMEN

Supervises and co-ordinates the activities of workers engaged in the planting and cultivation of plants in nurseries.

SKILL LEVEL

Previous Experience: 5 years as a nurseryman/woman.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATION

Supervisor, Plant Nursery

4801-11 NURSERYMAN/WOMAN
Plant Propagator

Plants, cultivates and harvests trees, shrubs, ornamental and flowering plants in plant nurseries.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Prepares potting media or containers before planting.
- Selects seeds, bulbs or cuttings and plants them in beds or lawn areas and tubs.
- Keeps records of soil mixtures, plantings, treatments, losses and yields.
- Waters plants manually and controls automatic watering operations.
- Applies pesticides to control pests, diseases, weeds and nutritional and environmental plant disorders.
- Selects plants and packages them for presentation or delivery.
- Selects budding and grafting materials and performs budding and grafting activities.
- May advise customers on the care of plants, and the most appropriate plants for local conditions.
- May maintain tools and nursery equipment.

**4801-91 APPRENTICE
NURSERYMAN/WOMAN**

Under direction performs routine tasks in planting and cultivating trees, shrubs and flowers, and receives instruction and training in the trade of nursery keeping.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Nurseryman/woman, according to a training schedule.

4803-01 HEAD GREENKEEPER
Head Groundsman/woman

Supervises and co-ordinates the activities of workers engaged in the maintenance of lawn playing areas for sports.

SKILL LEVEL

Previous Experience: 3-5 years as a greenkeeper.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATIONS

Golf Course Superintendent
Sporting Facility Curator

4803-11 GREENKEEPER
Groundsman/woman

Establishes and maintains fine turf, grassed areas, associated plantings and synthetic surfaces used for sport.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Mows, rolls and levels turf.
- Installs and maintains irrigation and drainage systems.
- Establishes and maintains turf by watering with sprinkler systems, oversowing or overseeding damaged areas, and repairing green damage with sods.
- Pegs and marks out lines and logos ready for play.
- Installs nets, posts and stumps, and places sports equipment on playing areas.
- Replants, repairs, aerates, fertilises and topdresses lawns.
- Controls pests, diseases and weeds.

- Operates, maintains and adjusts hand and power driven equipment.
- May construct cricket wickets, tennis courts, bowling or croquet greens, or golf greens, according to plans and specifications.
- May maintain buildings, fences and surrounding gardens.
- May advise club committees on state of playing surfaces.

4803-91 APPRENTICE GREENKEEPER

Under direction performs routine tasks in mowing, watering caring for plants and controlling weeds, and receives instruction and training in the trade of greenkeeping.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Greenkeeper, according to a training schedule.

4805-01 HEAD GARDENER

Supervises and co-ordinates the activities of workers engaged in the cultivation and maintenance of plants and the construction of garden landscapes in private gardens and public areas.

SKILL LEVEL

Previous Experience: 5 years as a gardener.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATION

Supervisor, Landscape Gardeners

4805-11 GARDENER (GENERAL)

Performs gardening tasks in the cultivation and maintenance of plants in private gardens or public areas.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Prepares new sites and beds or lawn areas by cultivating soil and adding compost and fertilisers, and spraying weedicides.
- Plants and transplants flowers, shrubs, trees and lawns.

- Maintains gardens by weeding, trimming, fertilising and watering.
- Prunes trees and hedges.
- Operates lawn mowers and other machinery.
- Propagates plants from seed.
- Plants, mows and maintains lawn and grassed areas.
- Recognises, prevents and controls plant pests, diseases and weeds.
- May transplant and remove trees and shrubs.
- May grow and maintain indoor plants and conservatory displays.
- May construct features and facilities within gardens, such as paths and paved areas, rockeries, ponds and water features, and planter boxes.
- May maintain park or garden furniture and buildings.
- May operate and maintain watering and irrigation systems.
- May maintain horticultural hand tools and equipment.
- May keep records of plantings.

4805-13 LANDSCAPE GARDENER

Landscape Horticulturalist

Plans and constructs garden landscapes.

SKILL LEVEL

Education and Training: a trade certificate or 2 year associate diploma.

TASKS Include:

- Reads and interprets plans and drawings and produces landscape construction schedules.
- Selects plants to create landscapes.
- Prepares areas for landscape constructions by analysing sites and clearing debris.
- Estimates and orders landscaping materials.
- Prepares lawn areas by spreading top soil and planting grass, or by laying instant turf.
- Digs holes to plant trees, bushes and hedges, and plants flowers and bulbs.
- Recognises, prevents and controls plant pests, diseases and weeds.
- Constructs or refaces garden walls, fences, trellises, pergolas, ponds and fountains.
- Constructs and installs facilities within landscaped areas such as ferneries, barbecues, play structures and garden furniture.
- Uses paving materials, gravels and timber for paths and paved areas.
- Constructs steps and garden edges.
- Mixes and spreads fertilisers.

- Shovels and spreads tan bark, wood chips and gravel around trees and shrubs.
- Installs irrigation and drainage systems.
- Uses and maintains hand tools and associated horticultural equipment.
- May work from plans produced by landscape architects.

4805-15 TREE SURGEON

Arboriculturalist
Tree Doctor

Inspects, diagnoses, advises on and treats trees and shrubs to improve their health and appearance.

SKILL LEVEL

On-the-Job Training: Up to 1 year.

TASKS Include:

- Examines trees to assess their condition and determine treatment.
- Gains access to tree limbs using ladders or mobile lifting platforms, and attaches rigging cables.
- Lops limbs of trees and shapes branches using chain or hand saws.
- Paints protective materials over cut surfaces.
- Scrapes decayed wood from cavities in trees and inserts plastic to prevent further deterioration.
- Sprays and dusts trees to control insects and diseases.
- Fells diseased trees, grubs out stumps and removes material.
- Plants and transplants trees.
- May use large mobile equipment.
- Maintains equipment and sharpens saws and blades.

4805-91 APPRENTICE GARDENER

Under direction performs routine tasks in landscaping, and weeding, planting and watering gardens or parks, and receives instruction and training in the trade of gardening.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the occupations in this Unit Group, according to a training schedule.

SPECIALISATION

Apprentice Landscape Gardener

4901-01 SUPERVISOR, WOOD MACHINISTS AND TURNERS

Supervises and co-ordinates the activities of workers engaged in wood machining and turning.

SKILL LEVEL

Previous Experience: 5 years as a wood machinist and turner.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4901-11 WOOD MACHINIST (A-GRADE)

Sets up, operates and maintains woodworking machines, such as planers, routers, tenoners and saws, to cut, plane, shape and sand wood stock to specifications.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Studies drawings, work orders or sample parts to determine specifications.
- Selects and fits knives, saws, drill bits or cutter heads, on drums, spindles or in chucks of machines, and balances cutter heads.
- Attaches guides, fixtures or jigs to machines with clamps or bolts.
- Adjusts stops, guides, feed rollers and tailstocks, and the angle and height of tables.
- Selects the direction and speed of rotation of workpieces to produce smooth finishes.
- Starts machines and feeds stock into machines or operates automatic feed mechanisms.
- Adjusts parts to maintain conformity of work with specifications.
- May supervise other machinists.

SPECIALISATIONS**Woodworking Machine Setter**

Sets up a line of woodworking machines, determines tooling and machinery requirements and sequence of operations, and observes operations to detect defects, make adjustments and maintain feed rates, cutting speeds and dimensions of cut.

Automatic Profile Sander Operator

Operates sanding machines to shape timber to pre-determined contours.

Copy Lathe Operator

Uses lathes to turn and shape copies of master models.

Double-End Tenoner Operator

Operates machines to cut tenons for joints on both ends of pieces of timber.

Edge Bander Operator

Operates machines to glue veneer strips to edges of timber for use in furniture manufacture.

Jig Maker (Wood)

Measures out, cuts and assembles jigs to be used as templates for assembling timber products.

Panel Saw Operator

Operates panel sawing equipment.

Program Router Cutter

Operates machines to cut grooves, slots and recesses in timber.

RELATED OCCUPATIONS

Occupation 4401-13 Joiner

Unit Group 7413 Wood Processing Machine Operators

4901-13 WOOD TURNER

Operates wood turning lathes to turn and shape wood stock by holding chisels against rotating stock.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Studies drawings or reads work orders or specifications to determine set-up data.
- Positions and secures wood stock in lathes.
- Adjusts turning speeds to size of work.
- Positions and clamps tool rests.
- Starts machines, places gauge chisels on tool rests in contact with stock and reduces square stock to rough cylinders.
- Lays out cutting lines according to drawings.
- Resets speed control to speed appropriate for diameter of workpieces.
- Places chisels against rotating workpieces to cut shapes.
- Verifies dimensions.
- May smooth surfaces of work by holding sandpaper against rotating workpieces.
- May apply wax or other finishes to workpieces.

SPECIALISATION**Wood Turning Lathe Operator**

Sets up grinding and honing knives, feed and take-off devices and required templates, and operates and maintains wood turning lathes.

4901-15 WOOD MACHINIST (B-GRADE)

Sets up, operates and maintains less complex woodworking machines such as buzzers, planers, saws and sanders.

SKILL LEVEL

On-the-Job Training: 6-12 months.

TASKS Include:

- Studies work orders to determine requirements.
- Attaches guides, fixtures or jigs to machines with clamps or bolts.
- Starts machines and feeds stock into machines or operates automatic feed mechanisms.
- Adjusts parts to conform with requirements.
- May adjust stops, guides, feed rollers and tailstocks, and the angle and height of tables.
- May select the direction and speed of rotation of workpieces.
- May operate complex woodworking machines which have been set up by A-Grade Wood Machinists.

4901-17 WOOD MACHINIST (C-GRADE)

Operates simple woodworking machines.

SKILL LEVEL

On-the-Job Training: 1-2 months.

TASKS Include:

- Starts machines and feeds stock into machines or operates automatic feed mechanisms.
- Cleans machines and work areas.
- May operate woodworking machines which have been set up by A-Grade Wood Machinists.

4901-91 APPRENTICE WOOD MACHINIST

Under direction performs routine tasks in machining wood, and receives instruction and training in the trade of wood machining.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation A-Grade Wood Machinist, according to a training schedule.

4901-93 APPRENTICE WOOD TURNER

Under direction performs routine tasks in turning wood, and receives instruction and training in the trade of wood turning.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Wood Turner, according to a training schedule.

4903-01 SUPERVISOR, CABINETMAKERS

Supervises and co-ordinates the activities of workers engaged in cabinetmaking.

SKILL LEVEL

Previous Experience: 5 years as a cabinetmaker.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4903-11 CABINETMAKER

Makes or repairs wooden furniture and fits and assembles prepared wooden parts to make furniture.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Determines job requirements by examining drawings and other specifications.
- Selects wood and prepared parts.
- Marks out, cuts and shapes wood using saws, chisels, planes, power tools and woodworking machines.
- Trims, glues, joints and fits parts together to form sections of furniture.
- Places sections in clamps, applies pressure and reinforces joints with nails, dowels or screws.
- Removes sections from clamps, and assembles to form completed articles.
- Fits hinges, locks, catches, drawers and shelves.
- Repairs damaged furniture and cabinets.
- May make jigs, templates or prototypes for production assembly of furniture.

SPECIALISATIONS

Antique Furniture Reproducer
Antique Furniture Restorer
Chairmaker
Coffin Maker
Couchmaker
Custom Furniture Maker

4903-91 APPRENTICE CABINETMAKER

Under direction performs routine tasks in making furniture, and receives instruction and training in the trade of cabinetmaking.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Cabinetmaker, according to a training schedule.

4905-01 SUPERVISOR, OTHER WOOD TRADESPERSONS

Supervises and co-ordinates the activities of workers engaged in woodworking trades such as wood carving, picture framing, furniture finishing, coopering, cane furniture making and model making.

SKILL LEVEL

Previous Experience: 5 years as a wood tradesperson.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATIONS

Supervisor, Cane Furniture Makers
Supervisor, Coopers
Supervisor, Furniture Finishers
Supervisor, Picture Framers
Supervisor, Wood Carvers

4905-11 WOOD CARVER

Carves ornamental designs in wood for furniture, panelling and other decorative purposes, using hand tools and woodworking machines.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Determines job requirements by examining drawings, models or other specifications.
- Prepares detailed drawings of designs, and traces them on to wood.
- Marks out lengths of wood using dividers or pointers.
- Clamps wood in jigs.
- Carves patterns by hand using tools, such as gouges, paring knives, chisels and mallets.
- Smooths edges with chisels or sandpaper.

- May restore woodwork in churches and historic buildings.

4905-13 PICTURE FRAMER

Picture Frame Maker

Cuts out and assembles mouldings to make picture frames.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Consults customers to determine style, size, materials and cost for frames.
- Cuts frame pieces to size and prepares joints for corners.
- Determines location, size and angle of holes to be drilled.
- Clamps pieces in vices and brushes glue on mitred ends.
- Fits and fastens frame pieces together.
- Mounts backing materials and subjects for framing.
- May butt mitre pieces of moulding together using staple guns.
- May cut glass to size.
- May fit prints, photographs or paintings to ready-made frames.

4905-15 COOPER

Makes, repairs and assembles wooden barrels, casks and vats.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Determines job requirements from specifications.
- Selects wood and cuts, shapes, smooths and tapers boards to form staves, or uses prepared wooden parts.
- Assembles staves into rough shapes inside temporary hoops using hammers and hoop drivers.
- Applies hot water or steam to staves to make them pliable.
- Cuts, bends and rivets metal strips or wooden pieces to form hoops and fits hoops in position around barrels or casks, drawing staves tightly together.
- Removes temporary hoops and fits additional hoops.
- Draws ends of staves together using trussing machines and secures with temporary hoops.
- Cuts grooves inside rims of staves, makes up heads and fits into grooves.
- Smooths surfaces using spokeshaves.
- Repairs damaged staves by removing and replacing them.

- May countersink bung holes.
- May check for leaks and insert sealants.

4905-17 CANE FURNITURE MAKER

Makes furniture from cane and other decorative materials.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Selects cane rods and straightens them by hand.
- Cuts rods to size and sands or splices ends.
- Secures framing rods in clamps or shaping devices and bends them while applying heat or steam.
- Joins rods using adhesives, nails or screws.
- Winds cane around framework joints to strengthen and conceal them.
- Weaves cane around structures to form shapes and decorative patterns.
- May soak cane for bending.
- May paint finished articles or apply decorative finishes.
- May repair worn or damaged cane furniture.

4905-19 FURNITURE FINISHER Furniture Polisher

Finishes, polishes or refinishes furniture.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Smoothes furniture surfaces using sanding blocks or machines.
- Mixes stains by stirring in base colours to match colour or shade, and applies to furniture using brushes, sprays or pads.
- Applies varnish, shellac, lacquer or paint to workpieces.
- Polishes and waxes finished surfaces.
- Dismantles furniture, masks areas not being finished and removes accessories such as knobs and hinges to prepare articles for refinishing.
- Removes old finishes by stripping with steel wool or glasspaper, or by applying solvents or paint strippers and removing softened finishes by scraping.
- Removes excess solvent by rubbing surfaces with cloths containing water, thinners or other materials.
- Removes indentations by scraping, hot ironing or sanding, and fills cracks with beeswax, plastic wood or lacquer putty.

- May grain wood or paint wood trim using graining rollers, combs, sponges or brushes.
- May restore wood surfaces to natural colour using acid and neutralisers.
- May spread graining ink over metal portions of surfaces to simulate wood-grain finish.
- May hand polish and restore antique furniture.

SPECIALISATION

French Polisher

Polishes timber with a mixture of shellac and methylated spirits to produce a high gloss finish.

4905-21 MODEL MAKER

Constructs full size or scale models of production line items, such as machinery, vehicles, furniture, household appliances and toys.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Determines model requirements by examining drawings, drafts or samples and consulting with designers.
- Selects stock, marks parts and determines layout.
- Operates band-saws, lathes, planers, routers and other woodworking machines to cut and shape parts for models.
- Fits parts together with dowels, glue, nails, bolts, screws and other fasteners.
- Planes, shaves, files, scrapes and sands models during handforming process, referring to templates and measuring devices.
- May wax and polish finished models.
- May construct plastic or metal models, or assemble metal parts.

4905-91 APPRENTICE, OTHER WOOD TRADES

Under direction performs routine tasks in processing, preparing and assembling wood, timber and related components, and finishing and polishing furniture, and receives instruction and training in wood trades such as picture framing, coopering, furniture finishing, wood carving, model making and cane furniture making.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

SPECIALISATIONS

Apprentice Cane Furniture Maker
 Apprentice Cooper
 Apprentice Furniture Finisher
 Apprentice Model Maker
 Apprentice Picture Framer
 Apprentice Wood Carver

4907-01 SUPERVISOR, MARINE CONSTRUCTION TRADESPERSONS

Supervises and co-ordinates the activities of workers engaged in constructing ships or boats from metal, wood and other materials.

SKILL LEVEL

Previous Experience: 3-5 years as a marine construction tradesperson.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4907-11 SHIPWRIGHT

Constructs, fits out and repairs ships made of metal, wood or other materials.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Prepares preliminary sketches of structural parts and sections.
- Makes templates from full-size detail drawings for fabrication, or assists in the production of tenth-scale plans used in automatic flamecutting machines to cut metal sections.
- Studies plans and specifications, and sights, plots and marks reference points and lines on drydocks or slipways.
- Checks positioning and smooth functioning of slipway apparatus, such as gates and hydraulic-ram gear.
- Lays and builds bilge and keel block supports, cradles and shoring.
- Directs crane drivers and erects hull sections in docks, aligns sections using hydraulic jacks, and temporarily secures them for permanent welding.
- Erects and prepares launching platforms and apparatus, and conducts pre-launch tests.
- Supervises launching procedures.
- Installs fittings such as ladders, handrails, winches, davits, lifeboats, seating and safety equipment.
- Shapes and installs wooden masts, frames, decking and fittings.
- Secures vessels for repair work by lofting vessel lines on to docks and supervising docking and shoring procedures.

- Examines vessels and specifications to determine repair requirements and procedures.
- Removes and replaces damaged plating, and repairs or replaces other faulty units, fittings or accessories.
- May fabricate or repair aluminium, wood, fibreglass or concrete hulled vessels.
- May order materials, and cost and quote for jobs.

SPECIALISATIONS**Loftsman/woman (Marine)**

Lays out full-scale or tenth-scale portions of ships' plans on loft floors and marks frame and other reference lines, working from drawings and tables of offsets.

Constructs templates to be used as patterns or layout guides and marks with identifying data and location for installation.

May lay out and construct wooden master patterns used in making moulds for hulls and decks of fibreglass boats.

Metal Liner-off

Examines detailed drawings which specify the location of ship structures, machinery and other equipment such as ventilation ducts, masts and machinery bollards, and lines-off positions in ships for installation.

Ship's Carpenter

Fabricates and repairs structural timber and timber fittings and gear on ships, and performs other maintenance and general tasks.

4907-13 BOAT BUILDER AND REPAIRER

Fabricates, repairs or modifies boats to specifications and drawings using hand and power tools.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Lays out full-scale outlines of boats on mouldloft floors according to drawings.
- Establishes dimensional reference points on layouts and makes templates of parts.
- Scribes lines following templates, and cuts and forms parts such as keels, stems, stern posts, ribs and sidings.
- Assembles shells of boats by forming steam softened sidings on moulds, removing moulds and securing sidings to keels, or by securing ribs to keels and covering them with planking.
- Builds and installs structures such as cabins, mountings for machinery, shafting and propeller supports and rudders.
- Installs decking, masts, booms and ladders.

4907-91 APPRENTICE MARINE CONSTRUCTION TRADESPERSONS

Under direction performs routine tasks in ship and boat building, and receives instruction and training in the trades of shipwrighting or boat building.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

SPECIALISATIONS

Apprentice Boatbuilder
Apprentice Ship's Carpenter
Apprentice Shipwright

4909-01 SUPERVISOR, BLASTING TRADESPERSONS

Supervises and co-ordinates the activities of workers engaged in preparing, placing and detonating explosives.

SKILL LEVEL

Previous Experience: 5 years as a blasting tradesperson.

Registration/Licensing: Required with State authorities.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Ensures adherence to safe operating procedures for the mixing, loading and firing of explosives.
- Determines hole loading requirements to ensure effective and economic blasting.
- Maintains daily records of explosives removed from or returned to magazines.

4909-11 SHOT-FIRER

Blaster
Powder Monkey

Assembles, positions and detonates explosives to break or dislodge rock and soil, or to demolish structures.

SKILL LEVEL

Education: 6 month certificate.

Previous Experience: 2-3 years as a shot firer's assistant.

On-the-Job Training: 6-12 months.

Registration/Licensing: Required with State authorities.

TASKS Include:

- Inspects blasting areas to ensure observance of safety regulations governing the position, number, quantity and type of explosives, and methods of firing.
- Checks depths of bore-holes, and cleans holes.
- Inserts high explosives into holes, or positions hoses and fills holes with granulated blasting agents or liquid slurry explosives such as ammonium nitrate and fuel oil mixture.

- Assembles primers using detonators and explosive cartridges, attaches wires, fuses or detonating cords and inserts them into holes.
- Connects detonating cords to ring mains.
- Fills and tamps holes with rock dust, sand or other materials.
- Connects wires, fuses or detonator cords into series, tests electrical circuits with galvanometers and repairs malfunctions.
- Withdraws prescribed distance, and at firing times lights fuses, or connects wires and fires electrical detonators.
- Inspects areas to ensure all explosives are detonated and declares areas safe.
- May operate front end loaders to stem blast holes or clear loose material.
- May ventilate underground areas after blasts by rigging ventilation bags to fresh air fans and washing broken material with water to settle dust.
- May fire single charges independently.

SPECIALISATION**Seismograph Shooter**

Assembles and detonates explosives on land, or assembles explosives in guns when working from boats, to create seismic waves to provide information about sub-surface strata.

4909-13 STOPE MINER

Assembles and detonates explosives and mines ore in underground mines in areas inaccessible to high production equipment.

SKILL LEVEL

Education: 6 month certificate.

Previous Experience: 3-4 years as an underground plant operator.

Registration/Licensing: Required with State authorities.

TASKS Include:

- Cuts channels under working faces using picks or cutting machines.
- Operates air leg drilling machines to bore blasting holes in working faces of mines according to drilling patterns.
- Lays, sets and detonates explosives to break down material.
- Shovels or moves broken material to stope ore passes with scrapers, compressed air powered loaders or bulldozers.
- Installs timber or roof bolts to support stope walls and backs.
- Ventilates underground areas after blasts by rigging ventilation bags to fresh air fans and washing broken material with water to settle dust.
- May undertake development work such as opening up new shafts, drives, air vents, rises, winzes or crib rooms.

4911-01 SUPERVISOR, GARMENT TRADESPERSONS

Supervises and co-ordinates the activities of workers engaged in making, altering and repairing made-to-measure or ready-to-wear garments.

SKILL LEVEL

Previous Experience: 5-10 years as a garment tradesperson.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATIONS

Supervisor, Dressmakers
Supervisor, Furriers
Supervisor, Tailors

4911-11 TAILOR

Makes garments such as suits, topcoats, overcoats and other dress clothing.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Confers with customers to determine types of material to be used and styles and designs of garments.
- Measures and records customers' sizes.
- Drafts patterns for garments, or alters patterns to fit customers.
- Positions and pins patterns to fabric and cuts fabric.
- Assembles garments and bastes garment parts, using needle and thread or sewing machines.
- Fits basted garments on customers and marks areas requiring alterations using chalk.
- Alters garments, joins parts and sews buttons and buttonholes to finish garments.
- May fit collar facings, and trim and sew collars.
- May use presses or steam irons on finished products.
- May perform specialised hand and machine sewing in the manufacture of ready-to-wear clothing.

4911-13 DRESSMAKER

Makes women's garments such as dresses, coats, suits and other clothing, applying knowledge of women's garment design, construction and styling.

SKILL LEVEL

Education: 1-2 year certificate.

Previous Experience: 1-3 years as a textile sewing machinist.

TASKS Include:

- Confers with customers to determine types of material to be used and styles and designs of garments.
- Measures customers and records measurements for use in preparing patterns.
- Drafts or modifies patterns to suit style and size of garments.
- Positions and pins patterns to fabric and cuts fabric.
- Pins or bastes fabric parts together.
- Fits basted garments on customers and marks areas requiring alteration.
- Sews fabric parts together using sewing machines, and removes pins.
- Presses seams.
- Sews felling stitches in hems of garments to conceal threads.
- Sews buttonholes, and sews on buttons, hooks and eyes or press fasteners to finish garments.
- May make garments according to pictures provided by customers.

SPECIALISATIONS**Apparel Sample Hand**

Selects garment parts and threads and sews sample garments for new designs, according to pattern specifications and designers' directions.

Positions garments on model forms, examines the fit and drape, and marks positions of fittings.

Wardrobe Assistant

Makes, alters, fits and repairs costumes for television, theatre and film productions.

4911-15 APPAREL CUTTER

Lays out, marks and cuts fabric to form parts of garments, using cutting machines or scissors.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Unrolls and spreads fabric in layers on tables.
- Arranges patterns on fabric and marks outlines of patterns on fabric, using chalk, crayon or perforating machines.
- Sets and operates cutting machines and guides them around edges of patterns or along markings on top layer of fabric to cut out parts.
- Labels and ties bundles of parts.
- May recover cutting waste for other uses.
- May drill holes through layers of fabric or cut notches in edges according to patterns.
- May operate automatic machines which use computerised patterns.
- May cut fabric using laser cutters.

- May mark and cut cloth, leather or synthetic fabric into pieces to be used in vehicle trimming or upholstery.

4911-17 FURRIER

Prepares furs, and makes, alters, restyles and repairs fur garments.

SKILL LEVEL

Education: 1-2 year certificate.

On-the-Job Training: 2-3 years.

TASKS Include:

- Estimates costs of new garments, alterations, renovations and repairs.
- Selects and modifies patterns for fur garments to suit customers' size and style preferences.
- Grades, sorts and matches fur.
- Cuts furs according to patterns, using fur-cutting knives.
- Joins fur parts together using sewing machines.
- Lays out, stretches and trims sewn parts to conform to patterns.
- Assembles and sews fur parts and linings to produce finished articles.
- Repairs garments by cutting out worn or damaged skins, matching and cutting replacement furs and sewing in place.
- May alter style of fur garments.
- May glaze fur articles using steam-ironing machines to restore glossy appearance.
- May sell pelts or garments.

SPECIALISATIONS

Fur Cutter

Selects, matches and arranges pelts according to size, design, colour and quality, and nails to patterns.

Marks fur components on patterns, cuts off unusable parts and trims and shapes them for making, altering or repairing fur articles.

Fur Matcher

Visually compares pelts with samples of each grade, strokes fur to determine density, undercolour and height of fur, selects those which match or blend, and places in single garment bundles.

May estimate numbers of pelts required for garments.

May store and keep inventories of matched and dressed pelts.

4911-19 PATTERNAKER-GRADER (TEXTILES)

Draws sets of master patterns following sketches, sample articles and design specifications, and cuts out patterns for garments.

SKILL LEVEL

Previous Experience: 2-4 years as a dressmaker or apparel cutter.

TASKS Include:

- Examines sketches, sample articles and design specifications to determine data such as number, shape and size of pattern parts, and quantities of cloth required to make finished articles.
- Draws outlines of parts on paper, using drafting instruments.
- Increases or decreases the dimensions of master patterns to produce required sizes.
- Draws details such as positions of pleats, pockets, buttonholes and buttons, on patterns.
- Marks outlined garments with lines and notches that serve as guides in joining parts.
- Cuts out master patterns, using scissors and knives, or forms cutting lines on stencils, using perforating machines.
- Marks size, identification and style information on patterns or stencils.

4911-21 HAT MAKER

Fabricates hats to customers' specifications or to standard patterns, from materials such as straw, felt, fabric and fur.

SKILL LEVEL

Education: 1-2 year certificate.

On-the-Job Training: 2-3 years.

TASKS Include:

- Marks out and cuts patterns to desired sizes and shapes.
- Lays patterns on material and cuts around patterns using shears.
- Shapes, models, wires, sews, glues and blocks materials.
- Finishes and trims hat, using a variety of materials.
- May spray sizing solution on to hats to stiffen them.
- May shape and trim prefabricated hat bodies to make hats.
- May reshape hats.
- May display, fit and sell hats and accessories.
- May package and despatch hats.
- May create hat designs.

SPECIALISATION

Milliner

Makes and decorates women's hats.

4911-91 APPRENTICE GARMENT TRADESPERSON

Under direction performs routine tasks in garment making, and receives instruction and training in the trades of tailoring or textile cutting.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

SPECIALISATION

Apprentice Tailor

4913-01 SUPERVISOR, UPHOLSTERERS AND BEDDING TRADESPERSONS

Supervises and co-ordinates the activities of workers engaged in making, rebuilding and repairing upholstered products such as chairs, couches, beds and mattresses.

SKILL LEVEL

Previous Experience: 5-10 years as an upholsterer or bedding tradesperson.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4913-11 FURNITURE UPHOLSTERER

Makes, rebuilds and repairs upholstered furniture such as chairs and sofas.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Discusses fabrics, colours, styles and costs with customers.
- Measures and cuts covering and padding materials.
- Operates sewing machines to seam cushions and join various sections of covering material.
- Secures material, padding, springs and webbing to articles to be upholstered.
- Attaches ornamental trims, braids and buttons to covers or frames.
- Removes coverings, webbing and padding from furniture items.
- Removes and replaces defective springs.

- Makes and repairs wooden frames.
- May remove stains from fabrics.
- May estimate and quote costs for repairs or re-upholstering.
- May finish wooden surfaces on furniture.

RELATED OCCUPATION

Occupation 4609-11 Vehicle Trimmer

4913-13 BEDDING AND MATTRESS MAKER

Pads and covers spring units to upholster mattresses.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Inserts wire into coiling machines and springs into assembly machines, and starts machines.
- Test-runs, adjusts and operates machines.
- Forms wire frames and secures springs.
- Staples bedding units to box spring frames.
- Positions padding on units and encases units with covering materials.
- Attaches covers using staple guns or closing machines.
- Packages units with protective covering and seals with tape.
- May tack dust cloths to bottoms of frames.

4913-91 APPRENTICE, UPHOLSTERER AND BEDDING TRADESPERSON

Under direction performs routine tasks in upholstering and bedding making, and receives instruction and training in the trades of upholstery or bedding and mattress making.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

4915-01 SUPERVISOR, SHOEMAKING AND REPAIRING TRADESPERSONS

Supervises and co-ordinates the activities of workers engaged in making and repairing shoes.

SKILL LEVEL

Previous Experience: 3-5 years as a shoemaker or shoe repairer.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4915-11 SHOEMAKER

Makes boots or shoes, using hand and machine tools.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Selects patterns and materials for uppers, and outlines patterns on material.
- Selects and spreads leather or other material on cutting beds, positions cutting dies or knives so that grain, finish and pattern of shoe parts will match when assembled and that maximum number of parts can be obtained.
- Cuts out parts with scissors, knives or clicking machines, and operates stitching machines to join, decorate or reinforce shoe parts to form uppers.
- Marks and punches out eyelets and inserts and clips metal rings.
- Selects or assembles lasts.
- Pulls or stretches uppers on to lasts and shapes footwear items.
- Trims uppers with knives, and sews on welts.
- Attaches uppers to insoles with tacks and adhesives.
- Sews outer soles to lasted uppers or cements soles in place.
- Cuts and trims excess threads and material, and trims and buffs edges of soles and heels.
- Brushes dressing dyes on shoes and polishes shoes with rotating power brushes.
- May operate clicking machines.

SPECIALISATIONS**Bespoke Maker**

Makes individual items of footwear to order.

Clicker

Cuts shoe parts from leather or other material by hand or machine, bundles or boxes parts and marks size and style data to assist assembly.

Laster

Shapes and assembles the upper parts of footwear and joins them to insoles.

Surgical Shoemaker

Makes footwear for people with leg and foot problems or abnormalities.

4915-13 SHOE REPAIRER

Repairs shoes and refinishes them according to customer specifications.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Positions shoes on lasts and cuts off soles or heels with pincers and knives.
- Holds welts against rotating sanding wheels or rubs them with sandpaper to bevel and roughen them.
- Selects sole or heel blanks or cuts pieces to size.
- Brushes cement on sole or heel pieces and welts insoles or heels.
- Positions new parts over shoes and fastens them with nails, tacks or by sewing.
- Trims sole or heel edges to shapes of shoes.
- Holds and turns shoe soles or heels against revolving abrasive wheels to smooth edges and remove excess material.
- Restitches torn portions or sews patches over holes in shoe uppers.
- Paints shoe parts.

4915-91 APPRENTICE SHOEMAKER AND REPAIRER

Under direction performs routine tasks in making and repairing boots and shoes, and receives instruction and training in the trade of shoemaking.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

SPECIALISATION**Apprentice Clicker**

4917-01 SUPERVISOR, OTHER LEATHER AND CANVAS TRADESPERSONS

Supervises and co-ordinates the activities of workers engaged in making and repairing leather and canvas goods, including sails.

SKILL LEVEL

Previous Experience: 3-5 years as a leather or canvas tradesperson.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4917-11 LEATHER GOODS MAKER

Fabricates or repairs leather articles such as wallets, cases, harness and saddlery.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Cuts leather to size and shape and bevels edges using clicking and skiving machines.
- Fastens parts together using rivets and sewing machines or adhesives.
- Attaches eyelets and metal decorations to articles using hammers and punches.
- Hand sews leather using needles, awls and stitch gauge punches.
- Stains finished edges using raven oil or beeswax.
- Uses dyes and polish to restore leather articles.
- May emboss leather with patterns.

SPECIALISATION

Saddler

Makes and repairs leather saddlery and harness.

4917-13 CANVAS GOODS MAKER

Lays out, cuts, assembles and repairs canvas and related products such as awnings, tents, tarpaulins, horse rugs and caravan annexes.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Lays out full scale drawings according to blueprints or sketches.
- Cuts patterns from paper according to drawings.
- Marks outlines on material with crayons.

- Cuts material with shears or power cutters.
- Sews sections of material together using sewing machines.
- Measures and marks out grommet holes on material.
- Punches holes using mallets, punches and hardwood blocks or anvils and attaches grommets, metal fittings and fastenings.
- Secures ropes or cables to finished articles using hand tools.
- Wraps and sews parts of ropes or wires that are subject to chafing.
- May stencil names on articles.

4917-15 SAILMAKER

Calculates sail requirements, lays out patterns and cuts out and sews sails.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Analyses sail requirements for type, size and usage of boats.
- Calculates sail dimensions using sail-calculation tables.
- Computes dimensional allowances for hemming and stretching of sail-cloth and for draft and roach of sails.
- Draws full size patterns of sails on floors.
- Spreads sail-cloth over floor patterns, marks pattern outlines on cloth and cuts into parts for assembly.
- Supervises or performs sewing of cloth to make sails.

4917-91 APPRENTICE, OTHER LEATHER AND CANVAS TRADES

Under direction performs routine tasks in leather or canvas cutting, sewing and handling, and receives instruction and training in the trades of sail and leather and canvas goods making.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

SPECIALISATIONS

Apprentice Canvas Goods Maker
 Apprentice Leather Goods Maker
 Apprentice Sailmaker

4919-01 SUPERVISOR, FLOOR COVERERS

Supervises and co-ordinates the activities of workers engaged in laying carpets and other floor coverings, and finishing floors.

SKILL LEVEL

Previous Experience: 5 years as a floor coverer.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATION

Supervisor, Carpet Layers

4919-11 FLOOR COVERER

Measures, cuts, installs and repairs soft floor coverings such as carpet, floor vinyl and cork tiles.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Examines areas to be covered to ensure that floors are firm, dry and clean.
- Measures areas to be covered to estimate quantities of floor coverings.
- Fixes underlays of hardboard sheets, rubber or felt.
- Lays covering materials over floor, matches patterns, cuts shapes around fixtures and trims edges.
- Removes baseboard moulding trims to install edges of coverings.
- Secures floor coverings and fits edge trims in doorways.
- May repair minor defects in floors before laying coverings.
- May lay parquet blocks or resilient floor coverings.

SPECIALISATIONS

Carpet Layer

Fastens edges of carpet using hand or machine stitchers, seaming irons or bonding tape and rollers to remove seam marks.

Shifts and stretches carpet using knee kickers or powered implements, and secures carpet along borders using tackless strips, kick plates or carpet tacks.

Floor Finisher

Smooths floors using industrial sanding machines, and polishes floors.

May stain floors or apply special coatings.

RELATED OCCUPATION

Occupation 4413-11 Wall and Floor Tiler

4919-91 APPRENTICE, FLOOR COVERER

Under direction performs routine floor covering tasks, and receives instruction and training in a floor covering trade.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Floor Coverer, according to a training schedule.

4921-01 SUPERVISOR, GLASS TRADESPERSONS

Supervises and co-ordinates the activities of workers engaged in cutting, shaping and installing glass.

SKILL LEVEL

Previous Experience: 5 years as a glass tradesperson.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4921-11 FLAT GLASS TRADESPERSON

Measures, cuts, finishes, fits and installs flat glass and mirrors.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Determines dimensions and quality of glass required.
- Lays sheets of glass on padded tables or in jigs, and places patterns on or under glass.
- Measures and marks glass for cutting.
- Examines glass and marks defective areas.
- Scores glass according to patterns or along straight edges, using cutting tools.
- Breaks off sheets or excess glass with notched tools or glass pliers.
- Inserts sealing beds, sets glass panes and mirrors into sashes, seals with tape or other sealer and secures glass in position.

- Assembles and secures parts of prefabricated glass units such as shop fittings, display cases and shower enclosures.
- May install metal window and door frames into which glass panels are fitted.
- May smooth rough edges, using belt sanders or smoothing wheels.
- May cut, trim and treat glass to achieve special effects.

SPECIALISATIONS

Beveller

Operates hand, automatic and fixed machinery to shape decorative edges on glass and mirrors.

Glazier

Cuts, fits and installs glass and mirrors in windows, skylights, display cases, interior walls and ceilings.

Glass Silverer

Coats glass surfaces with silvering films to make mirrors.

Glass Cutter

Measures and cuts glass sheets.

Glass Embosser

Carves relief designs and textures into glass.

Glass Etcher

Etches designs and textures into glass.

4921-13 GLASS BLOWER

Blows and shapes free-form glass objects and standard shaped glassware.

SKILL LEVEL

Previous Experience: 3 years as a trainee glass blower.

TASKS Include:

- Examines sketches and drawings, develops specifications, conceives shapes for objects and determines type of glass to be used.
- Observes batches of molten glass in melting tanks to determine readiness.
- Dips ends of blowpipes into molten glass tanks to gather amount required.
- Blows through pipes to inflate gobs of molten glass.
- Rotates pipes to form shapes, prevent sagging, and maintain density and colour.
- Reheats, shapes, forms and joins tubing or individual parts of objects to create forms.
- Draws, shapes and shears extended sections.
- Detaches blown articles from blowpipes.
- Measures products or checks against patterns to verify dimensions.
- May blow objects inside moulds.
- May anneal glass to metal components such as electrodes, flanges, tubes and wires.
- May use compressed air to form shapes.
- May co-ordinate the work of Trainee Glass Blowers to finish production run items.

- May make objects such as scientific apparatus.

SPECIALISATIONS

Glass Blowing Lathe Operator

Uses lathes to turn blown glassware.

Selects and attaches mandrels and glass workpieces to lathes.

Starts and adjusts lathes and flame jets to heat workpieces.

Glass Bender

Heats, bends and shapes glass tubing.

May form neon signs, fuse electrodes into ends and charge them with gas.

4921-91 APPRENTICE FLAT GLASS TRADESPERSON

Under direction performs routine tasks in cutting, shaping and installing glass, and receives instruction and training in a flat glass trade.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Flat Glass Tradesperson, according to a training schedule.

4921-93 TRAINEE GLASS BLOWER

Under direction performs routine glass blowing tasks, and receives instruction and training in the techniques of glass blowing.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Undertakes theoretical studies and progressively undertakes tasks covered by the occupation Glass Blower according to a training schedule.

4923-01 SUPERVISOR, JEWELLERY AND PRECIOUS METALWARE TRADESPERSONS

Supervises and co-ordinates the activities of workers engaged in manufacturing jewellery or precious metalware.

SKILL LEVEL

Previous Experience: 3-5 years as a jewellery and precious metalware tradesperson.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4923-11 JEWELLER

Creates, makes and repairs jewellery such as rings, brooches, chains and bracelets.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Studies designs and specifications for jewellery.
- Prepares wax moulds and pours molten precious metal into moulds for jewellery.
- Shapes moulded metal by cutting, filing, beating, turning and bending, using specialised hand and power tools.
- Assembles articles by soldering, screwing together or otherwise attaching parts.
- Finishes articles using files, emery paper or buffing machines.
- Repairs jewellery by soldering, replacing or rebuilding worn and broken parts.
- Restyles old jewellery.
- May produce design jewellery.
- May design jewellery.
- May make wax or metal models of jewellery items to assess appearance, material or production requirements, and cost of final articles.

SPECIALISATIONS**Gem Setter**

Examines designs, shapes mountings and decorates and finishes jewellery settings.

Positions and secures precious stones in retaining prongs or ridges, or by tapping edges of settings.

Smooths and checks final settings.

Ring Maker**RELATED OCCUPATION**

Occupation 4213-13 Watch and Clock Maker and Repairer

4923-13 GEM CUTTER AND POLISHER

Cuts, shapes and polishes rough gemstones to produce fashion or industrial jewels.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Assesses job requirements and studies rough stones using magnifying equipment.
- Marks out cutting guidelines with ink and stylus.
- Cleaves stones or saws blocks to approximate final shape, using precision hand and power tools and jigs.
- Secures stones in chucks or jigs, sets up required angles and operates lathes, grinding wheels or rotating discs to shape and smooth surfaces and cut facets.
- Checks cutting progress and accuracy.
- Resecures cut stones and polishes them against treated discs or rotating polishing heads.
- May polish stones in tumblers.

SPECIALISATIONS**Diamond Cutter****Faceter****Lapidary****Opal Polisher****4923-15 PRECIOUS METAL SMITH**

Makes and repairs precious metal and white metal articles.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Studies drawings and specifications or models to determine job requirements.
- Cuts blanks from metal sheet.
- Shapes metal blanks by annealing and beating over shaped anvils or spinning on lathes.
- Checks component dimensions.
- Assembles shaped components according to specifications by soldering, brazing, rivetting or bolting.
- Trims excess metal from articles and grinds and polishes assembled articles to eliminate distortions.
- Assembles components already shaped by other workers to make metal hollow-ware.
- Repairs worn metalware by remaking or replacing damaged parts, or annealing and beating articles.

SPECIALISATIONS**Goldsmith****Silversmith**

4923-91 APPRENTICE JEWELLERY AND PRECIOUS METALWARE TRADESPERSON

Under direction performs routine tasks in making and repairing jewellery and precious metalware, and receives instruction and training in the trades of jewellery making or precious metal smithing.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

SPECIALISATIONS

Apprentice Diamond Cutter
Apprentice Jeweller
Apprentice Silversmith

4925-01 SUPERVISOR, CRAFTWORKERS

Supervises and co-ordinates the activities of workers engaged in making craft items, or pottery, or tuning, making and repairing musical instruments.

SKILL LEVEL

Previous Experience: 5 years as a craftworker.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATIONS

Supervisor, Musical Instrument Makers and Repairers
Supervisor, Potters

4925-11 PIANO TUNER

Tunes and repairs pianos and pianolas.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Tests piano components using specialised hand tools and gauges.
- Detaches mechanisms and replaces faulty parts, strings, tuning pins and joint connections.
- Examines, repairs and replaces wooden parts such as bridges and soundboards.
- Levels keys by inserting paper and felt shims.

- Aligns hammers and turn-screws to adjust striking action of keys.
- Places strips between strings to mute them.
- Strikes notes and compares pitch to that of standard tuning forks.
- Turns tuning pins with tuning hammers to adjust tension on strings until pitch corresponds to that of tuning forks.
- Tunes remaining strings by aural comparison with tuned strings.

4925-13 POTTER

Moulds clay to form handcrafted pottery using handbuilding and wheel techniques.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Conceives styles and shapes into which pottery pieces are to be formed.
- Moulds clay into items such as mugs, bowls and tableware by wheel throwing, moulding or hand building.
- Mixes glazing materials and applies glazes to dried pottery by dipping or painting.
- Places finished or decorated pieces in kilns.
- Sets and operates electric or gas-fired kilns, or lights and replenishes solid fuel kilns.
- May attach other structures or materials to pottery for artistic effect.
- May market finished products.
- May teach pottery.
- May operate production run machinery.

RELATED OCCUPATIONS

Unit Group 2801	Painters, Sculptors and Related Professionals
Unit Group 7419	Clay and Stone Processing Machine Operators

4925-91 APPRENTICE CRAFTWORKER

Under direction performs routine tasks in craftwork, and receives instruction and training in the trades of piano tuning, musical instrument making and repairing, and pottery.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group, according to a training schedule.

SPECIALISATIONS

Apprentice Musical Instrument Maker and Repairer
Apprentice Piano Tuner
Apprentice Potter

4925-99 CRAFTWORKERS NEC

This residual grouping covers Craftworkers not elsewhere classified.

SKILL LEVEL

Education and Training: a trade certificate.

SPECIALISATIONS**Musical Instrument Maker**

Constructs, repairs or restores musical instruments and adjusts or alters them to owners' specifications.

Leadlighter

Creates art and craft works by cutting glass shapes, moulding metal frames, mounting stained glass in frames and installing finished work.

Stringed Instrument Repairer**4927-01 SUPERVISOR, HAIRDRESSERS**

Supervises and co-ordinates the activities of workers engaged in cutting, styling and dyeing hair.

SKILL LEVEL

Previous Experience: 3-5 years as a hairdresser.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

4927-11 HAIRDRESSER

Cuts, styles and treats hair, and provides scalp treatments.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Advises customers on hair styles.
- Follows instructions from customers.
- Cuts hair using razors, scissors or electric clippers.

- Shampoos and rinses hair, and provides other treatments such as dyeing, tinting, streaking, permanent waving or scalp conditioning.
- Dries hair using dryers.
- Styles or straightens hair using brushes, combs, rollers, clips, curling irons and dryers.
- Advises customers on hair care and beauty products.
- Arranges appointments.
- Collects payments.
- Cleans work areas and instruments.
- May block, clean, colour, adjust, curl and cut wigs and hair pieces.
- May perform facial and scalp massages.
- May sell hair care products.
- May perform manicures and facials and tint eyelashes and eyebrows.
- May shave and trim beards and moustaches.

SPECIALISATION**Barber****4927-91 APPRENTICE HAIRDRESSER**

Under direction performs routine hairdressing tasks, and receives instruction and training in the trade of hairdressing.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by the occupation Hairdresser, according to a training schedule.

4929-01 OVERSEER, SHEARING SHED

Supervises and co-ordinates the activities of workers engaged in sheep shearing.

SKILL LEVEL

Previous Experience: 3-5 years as a shearer.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Inspects shearers' quarters and wool sheds to ensure readiness for shearing teams.
- Consults with station owners or farm managers on behalf of shearers.
- Inspects gates and catches on sheep pens to ensure they are in working order.

- Ensures optimum standards of work are maintained, signs-on workers and keeps records such as payments to workers and shearing tallies.

SPECIALISATION**Shearing Contractor****4929-03 SHEARING SHED EXPERT**

Inspects and services shearing equipment prior to commencement of shearing, and maintains and repairs it during shearing.

SKILL LEVEL**Education:** 1 year certificate.**Previous Experience:** 3-5 years as a shearer.**TASKS Include:**

- Inspects shearing equipment including handpieces, downtubes, head gears, drive belts, grinders and motors.
- Lubricates equipment prior to use and ensures that spare parts are ordered and on hand.
- Inspects shearing stands prior to shearing to ensure that each shearer has an oil can, comb brush, comb and cutter tin.
- Maintains shearing machinery, sharpens combs and cutters, and replaces worn emery discs.
- Stores equipment at conclusion of shearing.
- May install shearing machinery and gear.

4929-11 SHEARER

Shears wool from animals using mechanically driven handpieces or blade shears.

SKILL LEVEL**Previous Experience:** 2 years as a shearing shed hand.**On-the-Job Training:** 6 months.**TASKS Include:**

- Moves sheep from catching pens to shearing stands.
- Selects shearing combs to suit type of sheep.
- Removes belly wool and fleece avoiding skin cuts to animals, and second cuts to the wool.
- Removes fleece in one piece.
- Returns shorn sheep to let-out pens.
- Treats severe sheep skin cuts.

4931-11 HORSE BREAKER

Breaks-in horses for riding or harness in progressive stages to accustom them to equipment.

SKILL LEVEL**Previous Experience:** 2-3 years as a stockman/woman.**TASKS Include:**

- Gains confidence of horses.
- Places equipment such as bridles, collars, harness, saddle blankets, and saddles on horses.
- Accustoms horses to reins or harness.
- Lies and sits on horses' backs and rides horses to accustom them to riders.
- Harnesses horses, leads them using reins and teaches them to pull vehicles.
- May team horses to be broken with older horses.

4931-99 ANIMAL TRAINERS NEC

This residual grouping covers Animal Trainers not elsewhere classified.

SKILL LEVEL**Education:** 1-2 year certificate.**Previous Experience:** 3-4 years working with animals.**SPECIALISATIONS****Horse Trainer**

Supervises the preparation of horses for competitions, advises and consults with owners and directs stable staff and jockeys.

Dog Trainer**4999-01 SUPERVISOR, OTHER TRADESPERSONS**

Supervises and co-ordinates the activities of tradespersons engaged in activities such as dental or optical mechanics, stonemasonry, motion picture projection, underwater diving and floristry.

SKILL LEVEL**Previous Experience:** 5 years as a tradesperson.**TASKS Include:**

- Performs tasks covered by the generic title Supervisor.

4999-11 DENTAL TECHNICIAN

Dental Mechanic
Dental Prosthetist

Constructs, repairs and fits dentures and other dental devices.

SKILL LEVEL

Education and Training: a trade certificate.

Registration/Licensing: May be required.

TASKS Include:

- Fabricates full and partial dentures using wax and plaster models.
- Shapes metal or plastic plates for dentures.
- Mounts porcelain or plastic teeth in plates according to size, shape, shade and colour.
- Finishes dentures.
- Constructs metal clasps, inlays, bridgework and other aids according to specifications.
- Joins breaks, makes additions or relines denture bases to repair dentures.

SPECIALISATION

Orthodontic Technician

4999-13 OPTICAL MECHANIC

Ophthalmic Lens Surfacers and Fitter
Optical Technician

Operates machines to grind, polish and surface lenses to meet optical prescription requirements, and fits lenses to spectacle frames.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Locates and marks axes and optical centres on lens blanks, makes calculations to grind lenses to specifications and sets machines.
- Tests polished lenses for quality and trueness.
- Shapes and fits lenses to spectacle frames, inspects finished products and repairs broken spectacles.
- Grinds special shape and size lenses, and bifocal lenses.
- May sell sunglasses and other optical goods.

SPECIALISATION**Optical Dispenser**

Interprets and dispenses optical prescriptions, and services spectacle lenses and frames.

Measures clients for spectacles, discusses styles and fits glasses.

RELATED OCCUPATIONS

Unit Group 2311 Optometrists

4999-15 STONEMASON

Cuts and shapes hard and soft stone blocks and masonry slabs for the construction and renovation of stone structures and monumental masonry.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Operates machines and hand tools to cut, shape and polish stone.
- Designs and cuts monumental masonry including lettering.
- Constructs walls using stone slabs and large masonry slab blocks.
- May do stone paving.
- May work on-site or in stoneyards.
- May fix stone facades to buildings.

SPECIALISATIONS**Stone Fixer**

Restores stone buildings by laying, repairing and replacing stone blocks.

Monumental Mason**RELATED OCCUPATION**

Occupation 4403-11 Bricklayer

4999-17 MOTION PICTURE PROJECTIONIST

Operates motion picture projection and sound reproducing equipment.

SKILL LEVEL

Education: 1-2 year certificate.

On-the-Job Training: 6-12 months.

Registration/Licensing: May be required.

TASKS Include:

- Threads film into projectors or makes up program platters.
- Switches on equipment, adjusts focus and sound, and changes over or closes down projectors.
- Performs minor repairs and basic maintenance to projection equipment, and makes safety checks.
- Ensures compliance with safety regulations for cinemas.
- May operate slide projectors, spotlights or similar equipment.
- May assist with general theatre maintenance.

4999-19 SATURATION TECHNICIAN

Controls divers' life support equipment in saturation tanks and decompression chambers.

SKILL LEVEL

Previous Experience: 2-3 years as a plant operator.

On-the-Job Training: 3 months.

TASKS Include:

- Monitors gauges and digital displays on control panels to determine the temperature, humidity and levels of oxygen, carbon dioxide and helium in the atmosphere of saturation tanks.
- Adjusts temperature, levels of gases and atmosphere scrubbing equipment.
- Adjusts pressures within saturation chambers to control decompression.
- Operates radios and decoders to communicate with divers.
- Records operational details in logs.

4999-21 OFFSHORE DIVER

Performs deep water diving activities related to offshore drilling, exploration, construction, maintenance and repairs.

SKILL LEVEL

On-the-Job Training: Up to 1 year.

TASKS Include:

- Inspects diving equipment, checking for faults.
- Dons diving suits and connects air supply equipment.
- Performs mechanical construction, repair or inspection tasks at work sites using hand tools and hydraulic or air powered equipment.
- May assist other divers to don or remove diving equipment, handles air and life lines, and observes and ensures correct functioning of pressure depth gauges.
- May connect cables which provide gas mixtures for breathing, hot water to maintain body temperature, pressure indicators and power and communication lines.
- May dive in diving bells monitoring pressure, depth, temperature and atmospheric gauges, maintaining communications and monitoring and assisting other divers.
- May control bells' articulated arms to perform underwater tasks.
- May carry out underwater non-destructive testing.

SPECIALISATION**Saturation Diver**

Undertakes deep water diving tasks for which remaining in pressurised conditions for a number of days is necessary.

4999-23 ONSHORE DIVER

Shallow Water Diver

Performs activities such as searching, salvaging, and exploratory photography while diving in water of shallow to medium depth.

SKILL LEVEL

On-the-Job Training: Up to 1 year.

TASKS Include:

- Dons diving gear and self-contained breathing apparatus or air hoses.
- Enters water from boats, docks or shore.
- Uses signal lines or radio to communicate with surface.
- Surveys areas, and searches for objects and structures.
- Uses cutting and welding equipment, hand tools and hydraulic or air powered tools designed to operate underwater.
- Secures objects to cables to be winched to the surface.
- Uses flotation devices to float objects to the surface.
- Operates underwater equipment including television cameras and sonar gear.
- Places recording instruments underwater and collects samples for scientific or exploratory purposes.
- May dive to collect items from beneath the surface.

SPECIALISATIONS

Abalone Diver

Pearl Diver

Police Diver

4999-25 FLORIST

Prepares floral arrangements and organises storage, sale and delivery of arrangements and flowers.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Determines types of arrangements to be created, by discussion with clients or reference to orders.
- Selects and trims flowers, greenery, dry foliage and other materials to create artistic arrangements.
- Selects flower pots, foam blocks, wire or other devices to secure arrangements.
- Arranges flowers.
- Assembles and packages arrangements.
- Writes messages on cards and organises presentation, wrapping and delivery of flowers and arrangements.
- Arranges supply of flowers from commercial flower growers.

- Arranges storage of flowers and other perishable materials.
- May serve customers, calculate prices, and record orders and delivery requirements.
- May advise customers on types of flowers or arrangements.
- May manipulate flowers to achieve special effects by processes such as dyeing, trimming and wiring.

4999-27 AIRCRAFT SAFETY EQUIPMENT WORKER

Maintains and repairs protective and survival equipment for military aircrew, and designs, manufactures and repairs upholstery and interior furnishings in aircraft.

SKILL LEVEL

On-the-Job Training: 1 year.

TASKS Include:

- Maintains, repairs, modifies and packs parachutes, life jackets, oxygen masks, survival packs, helicopter crewman slings, life rafts and other air-sea rescue apparatus.
- Designs and sews fabric goods associated with military aircraft, such as flying suits, restraining straps and protective covers.
- Soundproofs and trims aircraft.
- Fits and maintains seating and carpets in aircraft.

SPECIALISATION

Parachute Rigger

Packs parachutes so that they will open correctly when in use.

RELATED OCCUPATIONS

Unit Group 4609 Vehicle Trimmers
Unit Group 7427 Textile Sewing Machinists

4999-29 MILITARY EXPLOSIVES TECHNICIAN

Maintains military weapon systems, weapons and ammunition to ensure they are operational and safe.

SKILL LEVEL

Education and Training: a military trade certificate.

TASKS Include:

- Maintains systems designed to discharge ordnance.
- Repairs weapons and detonates deteriorated ammunition.
- Loads and unloads ordnance on aircraft.
- Stores ordnance, ensuring that it does not deteriorate or accidentally detonate.

- Arms and disarms ordnance.

SPECIALISATIONS

Ammunition Technician
Armament Fitter
Armament Mechanic
Explosive Ordnance Demolition Technician

RELATED OCCUPATIONS

Unit Group 4909 Blasting Tradespersons

4999-91 APPRENTICE, OTHER TRADES

Under direction performs routine tasks and receives instruction and training in trades in this Unit Group such as dental or optical mechanics, stonemasonry and floristry.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Performs tasks covered by the generic title Apprentice, and progressively undertakes tasks covered by one of the trade occupations in this Unit Group according to a training schedule.

SPECIALISATIONS

Apprentice Dental Mechanic
Apprentice Florist
Apprentice Optical Mechanic
Apprentice Stonemason

4999-99 TRADESPERSONS NEC

This residual grouping covers Tradespersons not elsewhere classified.

SKILL LEVEL

Education and Training: a trade certificate.

SPECIALISATION

Chainsaw Mechanic
Assembles and test runs chainsaws, and services and repairs chainsaw motors and cutting attachments.

MAJOR GROUP 5

CLERKS

- 51 Stenographers and Typists**
- 52 Data Processing and Business Machine Operators**
- 53 Numerical Clerks**
- 54 Filing, Sorting and Copying Clerks**
- 55 Material Recording and Despatching Clerks**
- 56 Receptionists, Telephonists and Messengers**
- 59 Miscellaneous Clerks**



5 CLERKS**51 STENOGRAPHERS AND TYPISTS****5101 OFFICE SECRETARIES AND STENOGRAPHERS**

5101-01 Supervisor, Office Secretaries and Stenographers

5101-11 Office Secretary

5101-13 Office Stenographer

5101-15 Court and Hansard Reporter

5103 TYPISTS AND TYPIST-CLERKS

5103-01 Supervisor, Typists and Typist-Clerks

5103-11 Typist-Clerk

5103-13 Typist

5105 WORD PROCESSING OPERATORS

5105-01 Supervisor, Word Processing Operators

5105-11 Word Processing Operator

52 DATA PROCESSING AND BUSINESS MACHINE OPERATORS**5201 DATA PROCESSING MACHINE OPERATORS**

5201-01 Supervisor, Data Processing Machine Operators

5201-11 Computer Operator

5201-13 Data Entry Operator

5201-15 Data Transceiver Operator

5201-99 Data Processing Machine Operators nec

5203 BUSINESS MACHINE OPERATORS

5203-01 Supervisor, Business Machine Operators

5203-11 Business Machine Operator

53 NUMERICAL CLERKS**5301 ACCOUNTING CLERKS**

5301-01 Supervisor, Accounting Clerks

5301-11 Bookkeeper

5301-13 Accounts Clerk

5301-15 Payroll Clerk

5301-17 Branch Accountant (Financial Institution)

5301-19 Credit Officer

5301-21 Cost Clerk

5303 INSURANCE AND BROKING CLERKS

5303-01 Supervisor, Insurance and Broking Clerks

5303-11 Insurance Clerk

5303-13 Stockbroking Clerk

5305 STATISTICAL AND ACTUARIAL CLERKS

5305-01 Supervisor, Statistical and Actuarial Clerks

5305-11 Statistical Clerk

5305-13 Actuarial Clerk

54 FILING, SORTING AND COPYING CLERKS**5401 LIBRARY AND FILING CLERKS**

5401-01 Supervisor, Library and Filing Clerks

5401-11 Library Assistant

5401-13 Filing Clerk

5403 MAIL SORTERS

5403-01 Supervisor, Mail Sorters

5403-11 Mail Sorter

5499 OTHER FILING, SORTING AND COPYING CLERKS

5499-11 Other Filing, Sorting and Copying Clerks

55 MATERIAL RECORDING AND DESPATCHING CLERKS**5501 PRODUCTION RECORDING CLERKS**

5501-01 Supervisor, Production Recording Clerks

5501-11 Production Scheduling Clerk

5501-13 Production Tally Clerk

5503 TRANSPORT RECORDING AND DESPATCHING CLERKS

5503-01 Supervisor, Transport Recording and Despatching Clerks

5503-11 Receiving and Despatching Clerk

5503-13 Import-Export Clerk

5503-15 Radio Despatcher

5503-99 Transport Recording and Despatching Clerks nec

5505 STOCK AND PURCHASING CLERKS

5505-01 Supervisor, Stock and Purchasing Clerks

5505-11 Stock Clerk

5505-13 Purchasing Clerk

5505-15 Order Clerk

55 RECEPTIONISTS, TELEPHONISTS AND MESSENGERS**5601 RECEPTIONISTS AND INFORMATION CLERKS**

5601-11 Receptionist

CLERKS**MAJOR GROUP 5**

5601-13	Inquiry Clerk
5601-15	Admissions Clerk
5603	TELEPHONISTS
5603-01	Supervisor, Telephonists
5603-11	Telephonist
5605	MESSENGERS AND DELIVERY OFFICERS
5605-01	Supervisor, Messengers and Delivery Officers
5605-11	Messenger
5605-13	Postman/woman
59	MISCELLANEOUS CLERKS
5901	COLLECTION CLERKS
5901-11	Debt Collector
5901-99	Collection Clerks nec
5903	TEACHERS' AIDES
5903-11	Teachers' Aide
5905	PERSONNEL CLERKS
5905-11	Personnel Records Clerk
5905-13	Employment Office Clerk
5907	LEGAL AND RELATED CLERKS
5907-11	Clerk of Court
5907-13	Law Clerk
5907-15	Court Orderly
5907-99	Legal and Related Clerks nec
5909	POSTAL CLERKS AND OFFICERS
5909-11	Postal Clerk
5909-13	Postal Officer
5999	OTHER CLERKS
5999-11	Meter Reader
5999-13	Proof Reader
5999-15	Classified Advertising Clerk
5999-17	Bookmaker's Clerk
5999-19	Market Research Interviewer
5999-99	Clerks nec

5101-01 SUPERVISOR, OFFICE SECRETARIES AND STENOGRAPHERS

Supervises and co-ordinates the activities of workers engaged in secretarial and stenographic tasks.

SKILL LEVEL

Previous Experience: 5 years as an office secretary or stenographer.

On-the-Job Training: 2 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Assigns stenographers and secretaries to executives and other officials.

RELATED OCCUPATIONS

Occupation 5103-01 Supervisor, Typists and Typist-Clerks

Occupation 5105-01 Supervisor, Word Processing Operators

5101-11 OFFICE SECRETARY
Personal Secretary

Assists managers or other executives by performing clerical, secretarial and other administrative tasks.

SKILL LEVEL

Education: 1 year certificate or 2-3 year degree or diploma.

On-the-Job Training: 3 months.

TASKS Include:

- Receives and distributes incoming letters, memoranda and journals.
- Files correspondence and other records.
- Processes incoming and outgoing mail.
- Screens telephone and personal callers and operates switch.
- Keeps executives' personal appointment books and makes appointments and travel arrangements.
- Takes and transcribes dictation of letters and other documents, using dictation equipment, typewriters or word processors.
- Acts as secretary at meetings.
- Photocopies documents.
- May handle bookkeeping and petty cash functions.
- May implement management decisions.
- May greet visitors, ascertain nature of business and conduct visitors to appropriate persons.
- May liaise with others to arrange meetings and deliveries, or to gain or provide information.
- May prepare reports, briefing notes, memoranda and correspondence.
- May assist in research.

SPECIALISATIONS

Legal Secretary

Prepares legal contracts and other legal documents and performs other office tasks in a law firm.

Girl/Man Friday

Stenographic Secretary

RELATED OCCUPATIONS

Unit Group 5601 Receptionists and Information Clerks

5101-13 OFFICE STENOGRAPHER
Shorthand-Typist

Takes shorthand, types, files and performs related clerical tasks.

SKILL LEVEL

Education: 1 year certificate.

On-the-Job Training: 2 months.

TASKS Include:

- Takes down dictation in shorthand and transcribes it for typing or word processing.
- Proof-reads work for typographical and grammatical errors.
- Assembles information for preparation of routine reports.
- Assists in opening, screening and distribution of incoming mail.
- Maintains records.
- May assist in other office tasks such as answering telephones and receiving clients.
- May do photocopying, filing and other routine clerical tasks.

5101-15 COURT AND HANSARD REPORTER

Makes verbatim reports of court proceedings by taking shorthand, or using a stenotype machine.

SKILL LEVEL

Education: 2 year diploma.

Previous Experience: 2 years as a stenographer.

On-the-Job Training: 3 months.

TASKS Include:

- Attends meetings, lectures, courts of law, parliamentary sittings and other proceedings to make verbatim records in rapid shorthand or using shorthand-writing machines.
- Reads portions of transcripts during trials or other proceedings on request of judges or other officials.
- Dictates shorthand notes to typists or into dictating machines or passes notes to stenographers for transcription.
- May perform typing tasks.

5103-01 SUPERVISOR, TYPISTS AND TYPIST CLERKS

Supervises and co-ordinates the activities of workers engaged in typing dictated or prepared material, and related clerical tasks.

SKILL LEVEL

Previous Experience: 5 years as a typist or typist-clerk.

On-the-Job Training: 2 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- May proof-read and arrange editing of typed material.

RELATED OCCUPATIONS

Occupation 5101-01 Supervisor, Office Secretaries and Stenographers

Occupation 5105-01 Supervisor, Word Processing Operators

5103-11 TYPIST-CLERK

Performs typing and clerical tasks.

SKILL LEVEL

Education: 3-12 month certificate.

On-the-Job Training: 1-3 months.

TASKS Include:

- Types letters, reports and other routine material.
- Operates dictation, typewriting and other processing equipment.
- Types stencils for duplicating.
- Transcribes information recorded in dictating machines.
- Proof-reads and corrects copy.
- Files records and reports, and posts information to files.
- May sort and distribute mail.
- May compute amounts of bills and accounts using adding machines or calculators.
- May answer telephones or receive clients.
- May do photocopying and other routine clerical tasks.

5103-13 TYPIST

Operates typewriters to type documents such as letters, research papers and statistical tables.

SKILL LEVEL

Education: 3-12 month certificate.

On-the-Job Training: 1-3 months.

TASKS Include:

- Types communications, reports, letters, stencils or other material from drafts or recordings.
- Sets out copy according to standard format or as directed by authors.
- Types statistical tables, production and sales data and similar material, according to standard procedures and instructions.
- Proof-reads and corrects copy.
- Prepares reports of a routine nature.
- May perform repetitive typing of routine information such as addresses.
- May perform filing and minor clerical tasks.
- May answer telephones or receive clients.

SPECIALISATION**Dictatypist**

Transcribes copy from audio recordings.

5105-01 SUPERVISOR, WORD PROCESSING OPERATORS

Supervises and co-ordinates the activities of workers engaged in recording, processing and printing material using word processing equipment.

SKILL LEVEL

Previous Experience: 5 years as a word processing operator.

On-the-Job Training: 2 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Monitors the operation of word processing systems.
- May proof-read and arrange editing of material.
- May liaise with authors and organise work priorities.

RELATED OCCUPATIONS

Occupation 5101-01 Supervisor, Office Secretaries and Stenographers

Occupation 5103-01 Supervisor, Typists and Typist-Clerks

5105-11 WORD PROCESSING OPERATOR

Copies or transcribes documents onto word processing machines, edits documents and prints copies.

SKILL LEVEL

Education: 3-12 month certificate.

On-the-Job Training: 3-6 months.

TASKS Include:

- Types standard letters, business forms and other documents into word processing equipment.
- Plans or follows layout and formatting.
- Makes alterations to recorded data including re-arrangement and editing.
- Operates print-out machines.
- Proof-reads and edits documents.
- May perform other clerical tasks.

5201-01 SUPERVISOR, DATA PROCESSING MACHINE OPERATORS

Supervises and co-ordinates the activities of workers engaged in operating equipment used for recording, storing, processing and transmitting documents, graphics, text or data.

SKILL LEVEL

Previous Experience: 3-5 years as a data processing machine operator.

On-the-Job Training: 2 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATION

Electronic Mail Controller

Oversights the operation of electronic mail transmission.

RELATED OCCUPATION

Occupation 5105-01 Supervisor, Word Processing Operators

5201-11 COMPUTER OPERATOR

Controls the operations of computers and their peripherals to process data.

SKILL LEVEL

On-the-Job Training: 1-6 months.

TASKS Include:

- Sets controls required to prepare, start, cease or change modes of computer system operations, according to program and data requirements.
- Selects and loads input and output, peripheral or ancillary equipment with materials such as discs, tapes or printout forms.
- Schedules computer job flow.
- Monitors equipment for errors or stoppages and takes remedial action.
- Records operating data such as in-use and down times.

- Sorts and distributes output, replenishes stationery and performs related tasks.
- Operates ancillary computer equipment processing, reading or sorting data.
- May perform routine maintenance and cleaning of equipment.
- May assist in training other staff.

SPECIALISATION

Computer Console Operator

5201-13 DATA ENTRY OPERATOR
Data Processing Operator

Operates terminal keyboards to communicate with computer mainframes or micro computers, and to input data.

SKILL LEVEL

On-the-Job Training: 1-6 months.

TASKS Include:

- Uses visual display units or terminals.
- Types in data and codes required to process information.
- Retrieves, confirms and updates data in storage.
- Keeps records of data input.
- Maintains logs of messages to and from computers.
- Observes screens to detect malfunctions, and notifies supervisors of defects.
- May perform verifying operations.
- May transcribe data from source material into computer-compatible format.

SPECIALISATIONS

Keyboard Operator-Assembler

Receives advertising or newspaper copy, transcribes material on to pre-set keyboard-controlled photo-composing or tape-performing machines and verifies and corrects input on visual display units.

Remote Computer Terminal Operator

Verifier Operator

Visual Display Unit Operator

RELATED OCCUPATION

Occupation 5105-11 Word Processing Operator

5201-15 DATA TRANSCIVER OPERATOR

Operates equipment to type, transmit and receive messages or transmit and receive facsimile documents.

SKILL LEVEL

Previous Experience: 6 months as a typist.

On-the-Job Training: 3-5 weeks.

TASKS Include:

- Sorts outgoing material, inputs data or prepares or copies documents for transmission.
- Establishes contact with transmitting or receiving locations and operates equipment to route and transmit or receive messages.
- Adjusts controls to ensure acceptable quality of transmission or reproduction.
- Forwards material received to appropriate persons.
- Reports malfunctions to supervisors.
- Operates automatic equipment used to transmit and receive data such as weather maps, printed materials, photographs and drawings.
- May maintain records of transactions including the time taken, and compute charges for service.
- May receive letters and messages by phone, enter text on keyboards and verify and correct messages on visual display units.
- May advise customers of the availability and costs of services.

SPECIALISATION**Electronic Mail Operator**

Receives and transmits messages over the electronic mail network.

5201-99 DATA PROCESSING MACHINE OPERATORS NEC

This residual grouping covers Data Processing Machine Operators not elsewhere classified.

SKILL LEVEL

On-the-Job Training: Up to 6 months.

SPECIALISATION**Cryptographic Machine Operator****5203-01 SUPERVISOR, BUSINESS MACHINE OPERATORS**

Supervises and co-ordinates the activities of workers engaged in operating business machines.

SKILL LEVEL

Previous Experience: 3-5 years as a business machine operator.

On-the-Job Training: 1 week.

TASKS Include:

- Performs tasks covered by generic title Supervisor.

SPECIALISATION**Supervisor, Bookkeeping Machine Operators****5203-11 BUSINESS MACHINE OPERATOR**

Operates business machines to compute and record statistical, accounting, financial and other numeric data, and perform mathematical calculations.

SKILL LEVEL

On-the-Job Training: 1-2 months.

TASKS Include:

- Sorts documents such as cheques and debit and credit items.
- Operates machine keyboards to perform mathematical calculations or record financial transactions.
- Calculates and posts totals, net amounts and other computations on forms or documents such as inventories, payrolls, invoices, test reports and statistical summaries.
- Verifies entries and balances totals.
- Prepares trial balances and other statistical information.
- May verify computations made by others.

SPECIALISATIONS**Accounting Machinist****Comptometrist****Ledger Machinist****5301-01 SUPERVISOR, ACCOUNTING CLERKS**

Supervises and co-ordinates the activities of workers engaged in calculating, classifying, posting and recording data to keep sets of accounts and other financial records.

SKILL LEVEL

Previous Experience: 1-2 years as an accounting clerk.

On-the-Job Training: 6-12 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATION**Supervisor, Payroll Clerks****RELATED OCCUPATIONS**

Unit Group 2701 Accountants

5301-11 BOOKKEEPER

Keeps records of financial transactions in account books.

SKILL LEVEL

Education: 2 year certificate.

On-the-Job Training: 1-2 years.

TASKS Include:

- Makes and checks entries in books of account such as sales, purchases and cash journals, and ledgers.
- Verifies the accuracy of documents and records relating to payments, receipts and other financial transactions.
- Assists in the preparation of accounts.
- Prepares profit and loss statements and assists in the preparation of trial balances.

RELATED OCCUPATIONS

Unit Group 2701 Accountants

5301-13 ACCOUNTS CLERK

Undertakes routine documentation and general tasks associated with the monitoring of creditor and debtor accounts.

SKILL LEVEL

On-the-Job Training: 1-4 months.

TASKS Include:

- Receives invoices, cheques, payment advices and similar documentation related to accounts payable and accounts receivable.
- Confirms liability for payments and obtains authorisation for payment.
- Arranges payments by cheque or other methods.
- Reports variations between invoice amounts and payments received.
- Assists in the preparation of debtors listings and prepares procedural reports on money outstanding.
- Allocates expenditure to budget accounts.
- Summarises expenditure in accordance with company accounting systems.
- Verifies the accuracy of figures, calculations and postings and certifies entries.
- Prepares correspondence associated with payments.

SPECIALISATIONS**Claims Clerk**

Maintains and records correspondence regarding damage claims, account queries and discrepancies.

Invoice Clerk

Maintains invoice records, completes invoice forms in accordance with price and rebate arrangements and sends to warehouse for despatch with goods.

Warranty Clerk

Examines defective parts and items, and reviews customer claims for reimbursement.

Audit Clerk

Investment Accounting Clerk

5301-15 PAYROLL CLERK

Pay Clerk

Prepares payrolls and related records.

SKILL LEVEL

On-the-Job Training: 2-4 months.

TASKS Include:

- Computes wages and earnings from time sheets and other payroll records, and prepares pay documents.
- Adjusts records at the time of approved salary changes.
- Prepares and distributes wages and salaries.
- Keeps account of taxation and other deductions from wages.
- Arranges for deductions to be forwarded to taxation departments and other institutions.
- May maintain records of overtime, absenteeism and other variations in working arrangements.
- May prepare group certificates.
- May keep superannuation deduction records.

SPECIALISATION

Paymaster/mistress

5301-17 BRANCH ACCOUNTANT (FINANCIAL INSTITUTION)

Administers accounting systems and related operational activities of branches of banks, building societies, credit unions or other financial institutions.

SKILL LEVEL

Education: 2 year certificate.

Previous Experience: 5 years in clerical work.

On-the-Job Training: 6-12 months.

TASKS Include:

- Prepares regular reports of financial institutions' accounting activities.
- Reviews accounting books to ensure conformity with established procedures, and submits reports to managers.
- Investigates discrepancies in tellers' balances and reports to management on deficits and surpluses.
- Ensures maintenance of procedures for clearing of funds and security of financial institutions.

- May grant or approve loans within limits set by institutions' regulations.

SPECIALISATION**Bank Accountant****RELATED OCCUPATIONS**

Unit Group 2701 Accountants

5301-19 CREDIT OFFICER

Examines, evaluates and processes applications for credit or loans.

SKILL LEVEL**Education:** 2 year certificate.**Previous Experience:** 3-5 years in clerical work.**On-the-Job Training:** 6-12 months.**TASKS Include:**

- Assesses loan requests through interviews with applicants and examination of references, credit ratings, pay slips and other information.
- Approves or recommends approval for loans within policy guidelines.
- Prepares papers setting out conditions of loans, rates of repayment and loan periods.
- Prepares reports of loans and accounts which have outstanding amounts.
- Keeps records of arrears of payments and prepares routine letters requesting payment.
- Prepares statements of overdue accounts and forwards these for legal action.
- Prepares reports on credit ratings of customers.
- Answers inquiries concerning loan balances, penalties and credit standing of customers.

SPECIALISATIONS**Loans Clerk**
Loans Officer**5301-21 COST CLERK**

Calculates and investigates wages, material, overhead and other operating costs of establishments.

SKILL LEVEL**On-the-Job Training:** 1-3 months.**TASKS Include:**

- Calculates and analyses cost items, working from records such as time and production sheets and payrolls.

- Undertakes cost investigations into quotations, estimates and proposed expenditures.
- Performs routine investigations to verify claims.
- Calculates standard costs and values from purchase invoices and shipping files, and prepares journal entries.
- Maintains records of inventory transfers, surpluses or scrap materials, salvage and rejections.
- Assists in the preparation of actual cost computations.

5303-01 SUPERVISOR, INSURANCE AND BROKING CLERKS

Supervises and co-ordinates the activities of workers engaged in keeping records of insurance transactions.

SKILL LEVEL**Education:** 2-3 year certificate.**Previous Experience:** 5 years as an insurance and broking clerk.**TASKS Include:**

- Performs tasks covered by the generic title Supervisor.
- Supervises the acceptance, processing and payment of insurance claims in accordance with established policy and procedures.
- Liaises with management concerning policies and customer services.

5303-11 INSURANCE CLERK

Carries out clerical functions associated with insurance transactions.

SKILL LEVEL**On-the-Job Training:** 6-12 months.**TASKS Include:**

- Processes agents' and brokers' correspondence and determines actions to be taken.
- Conducts monthly balances of accounts and summarises reinsurance to determine outstanding amount of risk.
- Issues, receives and checks insurance application forms.
- Adjusts insurance coverage and prepares, checks, signs and despatches standard endorsements.
- Reconciles accounts.
- Maintains statistics.
- Dispatches notices of premiums due, and forms concerning conservation or transfer of insurance.
- Advises agents or policy holders on technical matters relating to individual cases.
- Processes claims arising out of surrenders, maturities or the granting of loans.

- Assesses sickness and accident claims and corresponds with policy holders.
- Maintains and updates computer records.
- May answer telephones and attend to customer enquiries.

SPECIALISATIONS

Health Insurance Assessor
Superannuation Fund Clerk

5303-13 STOCKBROKING CLERK
Scrip Clerk (Stockbroking)

Processes documents in stockbroking establishments to ensure registration of marketable securities.

SKILL LEVEL

Education: 2 year certificate.

On-the-Job Training: 2-12 months.

TASKS Include:

- Records transfer documentation received from clients and other stockbroking firms.
- Checks the validity of documents and allocates documentation to purchasers.
- Forwards documents to company share registrars for updating registers of shareholders.
- Claims accruing dividends.

5305-01 SUPERVISOR, STATISTICAL AND ACTUARIAL CLERKS

Supervises and co-ordinates the activities of workers engaged in collecting and collating statistical information.

SKILL LEVEL

Previous Experience: 2 years as a statistical and actuarial clerk.

On-the-Job Training: 3 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

5305-11 STATISTICAL CLERK

Compiles and tabulates statistics.

SKILL LEVEL

On-the-Job Training: 3 months.

TASKS Include:

- Compiles statistics from source materials such as records of production, sales, expense invoices, debit notes, bank records, time sheets, survey sheets and data from industry associations and government statistical bureaux.
- Verifies the authenticity of source material.
- Assembles and classifies statistics.
- Operates computers to input, manipulate and output information.
- May maintain graphs and charts.

5305-13 ACTUARIAL CLERK

Performs actuarial computations and compiles charts and graphs for use in actuarial studies.

SKILL LEVEL

On-the-Job Training: 1 year.

TASKS Include:

- Computes actuarial data such as premium rates, risks, policy reserve values, surrender values, loan values and paid up policy values.
- Controls and reconciles the updating of computer files.
- Prepares actuarial and statistical statutory returns.
- Compiles results of calculations into tables and graphs to be used in actuarial studies.

5401-01 SUPERVISOR, LIBRARY AND FILING CLERKS

Supervises and co-ordinates the activities of workers engaged in classifying, sorting or filing publications, documents or correspondence.

SKILL LEVEL

Previous Experience: 2-5 years as a library or filing clerk.

On-the-Job Training: 2 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

5401-11 LIBRARY ASSISTANT
Library Attendant

Sorts, shelves, issues and receives library items such as books, magazines, tapes and motion pictures, and maintains associated records.

SKILL LEVEL

On-the-Job Training: 6 months.

TASKS Include:

- Issues items from library collections to borrowers and records identification data and due dates.
- Sorts material according to classification or catalogue number and places articles in designated storage areas.
- Reviews records to compile lists of overdue items and issues overdue notices to borrowers.
- Inspects returned items for damage, verifies dates, and determines and receives fines levied on overdue items.
- Sorts returned items according to classification codes and returns these items to shelves or other storage areas.
- Locates, retrieves, prepares and issues material to users.
- Issues borrowers' identification cards.
- Makes minor repairs to damaged items.
- Allocates index numbers according to acquisition procedures and prepares index control cards for file references.
- May circulate or file articles.
- May answer telephone enquiries.
- May duplicate material for distribution.

SPECIALISATION**Computer Tape Librarian**

Classifies, catalogues, indexes, stores and maintains collections of computer tapes or discs and circulates them for use.

May keep program development notes, user guides or operating instructions.

RELATED OCCUPATIONS

Unit Group 2911 Librarians
Occupation 3999-15 Library Technician

5401-13 FILING CLERK

Files papers and documents according to subject matter or other criteria.

SKILL LEVEL

On-the-Job Training: 1-6 months.

TASKS Include:

- Sorts material such as cards, correspondence, invoices, receipts and maps according to established procedures and classification systems.
- Keeps registers of material to be filed, distributed or retained.
- Classifies and numbers documents, and assigns codes to previously unclassified documents.
- Places material in cabinets, drawers or cases.
- Labels storage locations with codes.
- Locates and retrieves material such as files from storage.
- Keeps records of material removed or returned.

- Stamps material received, traces missing file folders and writes or types indexing information on folders.
- Disposes of obsolete material.
- Reviews documents and enters data on records.

SPECIALISATION**Registry Clerk**

Classifies records and stores and retrieves files to supply information.

Controls access to important or confidential documents to ensure limited circulation.

5403-01 SUPERVISOR, MAIL SORTERS

Supervises and co-ordinates the activities of mail processing staff engaged in sorting, processing, bagging and despatching mail.

SKILL LEVEL

Previous Experience: 3-5 years as a mail sorter.

On-the-Job Training: 6-12 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Prepares reports for management on attainment of service standards and recommends procedural changes.

SPECIALISATION**Overseer (Mails)****RELATED OCCUPATION**

Occupation 1599-15 Postmaster/mistress

5403-11 MAIL SORTER

Mail Officer

Receives, sorts and despatches mail.

SKILL LEVEL

On-the-Job Training: 2-3 months.

TASKS Include:

- Receives and checks incoming mail.
- Opens and checks the contents of mail bags.
- Assists in the verification of registered and special articles.
- Segregates and distributes mail into categories.
- Sorts mail according to destinations.
- Transfers mail between sorting areas.
- Re-wraps damaged articles.
- Assists in the processing of bulk lodgements of mail.

- Bundles sorted letters and ties and seals bags.
- Operates mail processing equipment such as letter preparation lines, letter indexing and sorting equipment and postmarking machines.
- Transfers bagged mail to dock areas.
- May stack bags or load them on to trucks.
- May check and re-route insufficiently addressed mail.

5499-11 OTHER FILING, SORTING AND COPYING CLERKS

Collects, files, copies and distributes documents and papers such as letters, forms and tickets.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Sorts items such as forms, cheques, bills, sales dockets or correspondence, according to codes, classifications or other systems.
- Distributes papers to other workers.
- May keep records of items filed, sorted or mailed.
- May photocopy and collate material.

SPECIALISATION

Photocopying and Duplicating Clerk

5501-01 SUPERVISOR, PRODUCTION RECORDING CLERKS

Supervises and co-ordinates the activities of workers engaged in recording work flow, examining orders for goods and materials, and preparing work or production schedules.

SKILL LEVEL

Previous Experience: 5 years as a production recording clerk.

On-the-Job Training: 3 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

5501-11 PRODUCTION SCHEDULING CLERK
Schedule Clerk

Co-ordinates and records the flow of work and materials within or between departments of manufacturing plants and other commercial units.

SKILL LEVEL

On-the-Job Training: 1-2 years.

TASKS Include:

- Examines customer orders for goods or services.
- Compiles data for operations and production schedules.
- Estimates output and time limits.
- Checks inventory records and prepares delivery schedules for supplies or parts.
- Checks attainment of production quotas.
- Confirms completion of orders and compliance with specifications.
- May arrange consignments of merchandise for customers.
- Maintains production records and compiles reports.

SPECIALISATIONS

Radio Traffic Scheduler

Receives orders for radio advertising space and allots times and records bookings.

May prepare invoices.

Programme Arranger

5501-13 PRODUCTION TALLY CLERK
Production Recorder

Records numbers of units of material, products or other articles received, transferred or produced.

SKILL LEVEL

On-the-Job Training: 1-3 months.

TASKS Include:

- Observes and counts material or records information relayed by other workers.
- Records the number and kind of defects of unsatisfactory units for quality control.
- Prepares, signs and attaches tally sheets to items checked.
- Examines containers to ensure they are filled, and records quantities.
- Marks containers to identify type, quality and quantity.
- May stack boxes for closure and sealing.

5503-01 SUPERVISOR, TRANSPORT RECORDING AND DESPATCHING CLERKS

Supervises and co-ordinates the activities of workers engaged in arranging and recording the receipt, despatch and transport of goods.

SKILL LEVEL

Previous Experience: 5 years as a transport recording and despatching clerk.

On-the-Job Training: 3 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

5503-11 RECEIVING AND DESPATCHING CLERK

Freight Clerk
Transport Clerk

Checks the contents and documents of goods received or despatched.

SKILL LEVEL

On-the-Job Training: 2-3 months.

TASKS Include:

- Checks the number of articles or containers in consignments of goods received or despatched.
- Ensures articles are in good condition and correspond to invoices, manifests or other records.
- Arranges internal distribution of goods received.
- Prepares and arranges for despatch of goods.
- Prepares and attaches documentation to articles to be despatched.
- Maintains records of receipts and despatches.
- Contacts senders to rectify shortages or to arrange replacement of damaged goods.
- May weigh articles.

SPECIALISATIONS

Aircraft Load Controller

Calculates permissible weights for fuel, passengers and cargo, plans weight distribution and issues instructions to loading staff of commercial aircraft.

Circulation Representative

Records numbers of newspapers delivered to agents or subscribers and maintains and updates circulation records.

Freight Traffic Controller

Arranges allocation of cargo to available space on rail or road-haulage systems.

Shipping Clerk

Performs clerical functions involved in the receiving, loading, unloading, stacking or delivery of cargo in ships, wharves or wharf sheds.

Truck Despatcher

Arranges assignment, routing and timetabling of trucks for transport of freight.

Container Loading Clerk**Distribution Clerk**

5503-13 IMPORT-EXPORT CLERK

Compiles documents on imported cargo prior to removal from port of entry, or books outward bound freight.

SKILL LEVEL

Previous Experience: 5 years in clerical or transport work.

On-the-Job Training: 2 months.

TASKS Include:

- Examines manifests and bills of lading to ascertain cargo to be released.
- Contacts freight terminal staff to determine time of availability.
- Records details of shipments and clearance requirements.
- Authorises collection of cargo.
- Computes storage and clearance charges and bills customers.
- Ascertains details of outgoing cargo.
- Arranges booking of freight space.
- Informs clients of bookings, and arranges for collection of goods.
- Prepares bills of lading and entries in manifests, and forwards documentation to customers.
- Maintains records of import and export transactions.

SPECIALISATIONS

Bond Clerk

Maintains clerical records, computes payments due and arranges for clearance of goods from customs or bond stores.

Customs Agent**Customs Clerk**

Documents import and export of goods for customs authorities and ensures customs laws and other regulations are complied with.

Wharf Tally Clerk

5503-15 RADIO DESPATCHER

Receives and relays orders and messages over a radio network.

SKILL LEVEL

On-the-Job Training: 1-2 months.

TASKS Include:

- Records messages received and notes radio calls relayed and received in log books.
- Co-ordinates radio communications.
- Broadcasts messages to units.
- Monitors broadcasting activities on networks and reports to supervisors.
- Prepares reports of radio traffic handled.

- May operate teletype machines to send and receive messages.
- May direct the movements of mobile units.

RELATED OCCUPATION

Occupation 3999-11 Radio Telegraphist

5503-99 TRANSPORT RECORDING AND DESPATCHING CLERKS NEC

This residual grouping covers Transport Recording and Despatching Clerks not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 1-2 months.

SPECIALISATIONS

Railway Number Taker

Keeps records of rolling stock during railway shunting operations.

Delivery Clerk

5505-01 SUPERVISOR, STOCK AND PURCHASING CLERKS

Supervises and co-ordinates the activities of workers engaged in receiving, recording, storing and issuing stocks and supplies.

SKILL LEVEL

Previous Experience: 5 years as a stock and purchasing clerk.

On-the-Job Training: 3 years.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Takes inventories of stock, estimates future requirements and authorises stock requisitions.
- Prepares cost estimates.

5505-11 STOCK CLERK

Stores Clerk

Records inventories, orders and receipts of stock.

SKILL LEVEL

On-the-Job Training: 3 months.

TASKS Include:

- Counts incoming articles to confirm receipt, and examines them for conformity with specifications.
- Fills orders or issues supplies from stock.

- Prepares inventories.
- Requisitions material to fill orders.
- Compiles reports on stock-handling equipment, spoilage or damage to stock, stock location changes and delays of shipments.
- Estimates costs of requisitions or value of stock.
- May store articles on shelves or in containers.

SPECIALISATIONS

Inventory Clerk

Supply Clerk

RELATED OCCUPATION

Occupation 8907-11 Storeman/woman

5505-13 PURCHASING CLERK

Procurement Clerk

Compiles information and records to prepare purchase orders for the procurement of material.

SKILL LEVEL

On-the-Job Training: 3 months.

TASKS Include:

- Checks details and specifications of purchase requests.
- Searches inventory records or warehouses to determine if sufficient material is on hand.
- Consults catalogues to obtain prices and specifications.
- Writes or types purchase orders and sends copies to suppliers and originating departments.
- Compiles records of items purchased or transferred between departments, their prices, delivery details, and changes to inventories.
- Checks supply invoices against purchase orders.
- Confers with suppliers regarding late deliveries.
- May compare prices, specifications and delivery dates and award contracts to bidders or place orders with salespersons or mail-order firms.

5505-15 ORDER CLERK

Receives, checks and processes orders for goods or services.

SKILL LEVEL

On-the-Job Training: 1-3 months.

TASKS Include:

- Receives, checks and records orders from customers.
- Requisitions supplies from stock or sends orders to production departments or other firms.

CLERKS

MAJOR GROUP 5

- Confirms completion of orders and compliance with details specified.
- Prepares invoices for despatch of goods.
- May consign goods and maintain records of orders.

SPECIALISATION

Mail Order Clerk

Processes orders received from customers by mail.

5601-11 RECEPTIONIST

Appointments Clerk

Greets people entering or phoning offices or other establishments and responds to their enquiries with advice or action.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Answers enquiries and provides information on the activities of establishments.
- Records details of calls and callers such as names, times of calls, nature of business and persons sought.
- Arranges appointments by mail, telephone or in person.
- Records details of appointments.
- Records and distributes messages.
- May advise on and arrange reservations and accommodation.
- May check guests into and out of hotels or motels, collect payments and give receipts.
- May maintain listings of accounts due or paid.
- May perform clerical tasks such as typing or filing.

5601-13 INQUIRY CLERK

Inquiry Officer

Answers inquiries and provides information.

SKILL LEVEL

On-the-Job Training: 1 year.

TASKS Include:

- Provides information on the availability and location of goods and services.
- Distributes standard forms and information pamphlets.
- Advises people on procedures for dealing with organisations.
- Directs customers to the locations of merchandise in retail establishments.

- Answers inquiries regarding departures, arrivals, stops and destinations of vehicles in transport organisations.
- Refers clients to experts or advisers.
- May operate public address systems.
- May attend to telephone inquiries.
- May refer inquiries to other organisations.

SPECIALISATIONS

Complaints Clerk

Handles complaints by recording details to be investigated and taking appropriate action to remedy problems, or referring matters to other workers.

Customer Service Officer

Information Desk Clerk

5601-15 ADMISSIONS CLERK

Hospital Admitting Clerk

Records information required for the admission and discharge of patients, and calculates accounts.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Supplies patients with hospital admission forms.
- Records patients' personal and admission details.
- Provides brochures explaining hospital regulations, such as visiting hours, payment of accounts and schedules of charges.
- Types admitting records and sends them to designated departments.
- Determines accounts and forwards them to accounts departments.
- May retrieve, file and process medical documents of discharged patients.

SPECIALISATION

Hospital Ward Clerk

5603-01 SUPERVISOR, TELEPHONISTS

Supervises and co-ordinates the activities of workers engaged in operating telephone switchboards.

SKILL LEVEL

Previous Experience: 2-3 years as a telephonist.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Reports equipment failures to management or repair organisations.

5603-11 TELEPHONIST

Telephone Operator

Operates telephone switchboards to assist subscribers in establishing local or long-distance telephone connections and to relay incoming, outgoing and inter-office calls.

SKILL LEVEL

On-the-Job Training: 3-10 weeks.

TASKS Include:

- Operates switchboards to connect and disconnect telephone calls.
- Talks to callers to ascertain requirements and gives information on operating systems.
- Provides information such as phone numbers and names, dialling codes, national traffic levels, international costs and time delays.
- Alerts emergency services in cases such as fire, crime or accident.
- Investigates nature and extent of problems in operating systems.
- Informs maintenance services of faults and informs callers of resulting service difficulties.
- May monitor the efficiency of systems by service sampling.
- May keep records of special calls, trunk calls and telegrams.
- May take messages.
- May determine charges for public telephone calls and operator connected long-distance calls.

SPECIALISATIONS**Manual Assistant (Telecom)**

Operates switchboards to provide telecommunication links by directing telephone traffic and giving information and advice on operating systems, costs and charges.

Phonogram Operator

Receives, confirms, records and relays telegram messages by telephone, quotes rates and charges and may suggest rewording of telegrams for clarity and conciseness.

Switchboard Operator**5605-01 SUPERVISOR, MESSENGERS AND DELIVERY OFFICERS**

Supervises and co-ordinates the activities of messengers and delivery officers.

SKILL LEVEL

Previous Experience: 5-10 years as a messenger or delivery officer.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATION

Supervisor, Postmen/women

5605-11 MESSENGER

Delivers goods, documents or messages on foot or by bicycle or motorbike.

SKILL LEVEL

On-the-Job Training: 2 weeks.

Registration/Licensing: May be required.

TASKS Include:

- Receives orders from customers.
- Collects, sorts and delivers documents, parcels or other articles.
- Keeps records of items received and delivered.
- Collects charges for cash-on-delivery orders.
- Gives and obtains receipts for pick-up and delivery.

SPECIALISATIONS

Copy Boy/Girl

Despatch Rider (Army)

RELATED OCCUPATION

Occupation 7105-11 Delivery Driver

5605-13 POSTMAN/WOMAN

Sorts and delivers postal and other items on an allocated route or as directed.

SKILL LEVEL

On-the-Job Training: 18 months.

Registration/Licensing: May be required.

TASKS Include:

- Sorts local mail into rounds and prepares it for delivery along pre-determined beats.
- Delivers mail on foot, or by bicycle or motor vehicle to customer addresses.
- Delivers telegrams or special articles to customers.
- Obtains signatures or payments from customers.
- May collect mail from post boxes.

RELATED OCCUPATIONS

Unit Group 5403 Mail Sorters

Unit Group 5909 Postal Clerks and Officers

5901-11 DEBT COLLECTOR

Collects payments for overdue accounts, instalments, damage claims or dishonoured cheques.

SKILL LEVEL

Previous Experience: 1-2 years in clerical work.

On-the-Job Training: 2 months.

TASKS Include:

- Visits or telephones debtors to collect amounts due or to arrange for payments to be made.
- Traces addresses of customers who have moved by checking name lists and making enquiries.
- Recommends legal action when collection cannot be made.
- Records amounts collected and notes further action required.
- Prepares statements of account for clients or arranges for money collected to be transferred to their accounts.
- May perform clerical tasks involving the preparation of collection notices to be posted.

SPECIALISATION

Collection Agent

5901-99 COLLECTION CLERKS NEC

This residual grouping covers Collection Clerks not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 1 month.

SPECIALISATION

Charity Collector

5903-11 TEACHERS' AIDE

~~Teachers' Assistant~~

Assists teaching staff in the preparation of teaching materials, and with general classroom non-teaching tasks.

SKILL LEVEL

On-the-Job Training: 1-3 months.

TASKS Include:

- Helps with the preparation of teaching aides, and copies and collates written material.
- Distributes and collects lesson material.
- Maintains records of books and materials distributed to pupils.

- Helps supervise pupils for school functions and excursions.
- Helps maintain attendance rolls and assessment records.
- Assists teachers in attending to sick pupils and those in need of minor first aid.
- May assist with teaching tasks when requested by teachers.
- May prepare texts, notes and correspondence.
- May assist teachers to work with children in special schools and provide personal services and supervision.

5905-11 PERSONNEL RECORDS CLERK

Updates and maintains personnel records.

SKILL LEVEL

On-the-Job Training: 1-2 months.

TASKS Include:

- Raises records for newly appointed workers and checks them for completeness.
- Files records and updates information on leave types taken and accumulated, positions worked in, transfers and promotions, salaries, superannuation and taxation, qualifications, training or abilities.
- Informs supervisors and employees of events requiring action.
- Prepares correspondence and answers queries on personnel entitlements and conditions.
- Implements changes to personnel records.
- Processes applications for employment or promotion and advises applicants of results.
- May prepare job descriptions and letters of appointment.
- May arrange security passes and identification.
- May prepare rosters and duty statements.

SPECIALISATION**Roster Clerk**

Draws up rosters for shiftworkers using lists of workers allocated to work areas, and amends rosters in consultation with supervisors.

5905-13 EMPLOYMENT OFFICE CLERK

Interviews applicants to determine their job requirements and suitability for employment, assessing their education, abilities, interests, work histories and other employment factors.

SKILL LEVEL

On-the-Job Training: 6 months.

TASKS Include:

- Interviews job seekers and applicants, and records information such as scholastic achievement, employment history and employment ambitions.
- Evaluates information to determine applicants' suitability for referral to vacancies.
- Supplies information to applicants regarding nature of job vacancies, company and union policies, tasks, responsibilities, working conditions, hours and pay, and promotional opportunities.
- Refers applicants to prospective employers for further interview.
- Assesses job applicants, notifies those selected of job offers and makes recommendations for filling future vacancies.
- Prepares permanent records of interviews with both successful and unsuccessful applicants.
- Discusses recruitment policies with superiors to ensure the effectiveness of selection techniques and recruitment programs.
- Observes jobs to obtain first hand information of job requirements.
- Discusses job requirements with employers and prepares selection criteria.
- Organises advertising, interviewing and selection processes with employers.
- May interview job applicants in employment agencies and refer them to prospective employers.
- May assist in the development and administration of labour market training programs.

RELATED OCCUPATIONS

Unit Group 2705 Personnel Specialists

5907-11 CLERK OF COURT

Performs administrative functions for law courts and in support of judges and magistrates.

SKILL LEVEL

Previous Experience: 1-5 years as a law clerk.

TASKS Include:

- Receives, authenticates and files or issues documentation for court actions.
- Lists actions for hearing by courts.
- Documents details of court proceedings and decisions.
- Documents court orders and decisions as they effect parties to actions.
- Performs financial dealings required by courts such as the collection, investment and distribution of money.
- Gives advice on court procedures.
- Attends court and assists court officials.

SPECIALISATION

Magistrate's Clerk

Provides administrative services to Magistrates' or equivalent Courts, authenticating court actions, listing them for hearing, collecting money, maintaining records and advising on points of law.

5907-13 LAW CLERK

Legal Clerk

Performs routine clerical work associated with legal practice, under the supervision of a solicitor, barrister or clerk of court.

SKILL LEVEL

On-the-Job Training: 1 year.

TASKS Include:

- Assists solicitors in the areas of conveyancing, probate and common law, and in drafting contracts.
- Searches titles to verify ownership and equity in property and to establish whether encumbrances exist.
- Examines contracts for terms of agreement and obtains information relative to the contract deed to enable solicitors to proceed with finalisation.
- Assists in proving the validity of wills, establishing tax due, filling out probate forms and lodging them with probate offices.
- Lodges legal documents at government offices.
- May attend settlements to finalise transfers of titles and funds.
- May assist in court or attend court offices dealing with documentation procedures.
- May attend calling over of court lists and similar matters.
- May visit titles offices and search records for property lot numbers, plan and title numbers, and company and business names.
- May perform clerical functions in court administration.

SPECIALISATIONS

Title Searcher

Searches records to establish property titles, records information relevant to search and lodges documents at Land Titles Offices.

Conveyancing Clerk

Handles deeds and transfer documents to arrange conveyance of titles.

5907-15 COURT ORDERLY

Court Attendant

Acts as attendant in courts and hearing rooms, opening and closing proceedings and summoning and swearing-in juries and witnesses.

SKILL LEVEL

On-the-Job Training: 1 year.

TASKS Include:

- Maintains order in court and hearing rooms and in adjacent public and waiting areas.
- Announces cases and calls witnesses.
- Opens court and hearing rooms.
- Ensures court lists are posted on notice boards.
- Arranges furniture to meet requirements for each court and hearing room.
- Allocates rooms for use by legal practitioners.
- Delivers court files, transcripts and mail to chambers.
- Records file movements and notifies registries.
- May assist with counter enquiries.
- May act as personal assistant to magistrates.

SPECIALISATIONS

Court Usher
Tipstaff

5907-99 LEGAL AND RELATED CLERKS NEC

This residual grouping covers Legal and Related Clerks not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 1 year.

SPECIALISATIONS**Bailiff****Sheriff****Sheriff's Officer**

Enforces laws as officers of the court by executing court orders such as eviction notices, serving legal orders and documents such as summonses and subpoenas, and seizing or repossessing property.

Administers jury rosters, escorts prisoners to and from courts, and keeps records of court processes served.

Trust Officer

Administers trusts, estates and settlements.

Identifies assets and liabilities.

Prepares probate papers and income tax and State duty returns.

Collects and realises assets and pays debts, taxes and taxes.

Satisfies statutory requirements, establishes beneficial entitlements and distributes assets.

Maintains probate and trust files, invests trust funds and administers accounts.

5909-11 POSTAL CLERK

Performs clerical, sales and telling functions at post offices.

SKILL LEVEL

On-the-Job Training: 6 months.

TASKS Include:

- Sells stamps and other postal products and services.
- Issues and pays money orders.
- Acts as savings bank agent.
- Receives payments for telephone and other accounts.
- Receives telegram, intelpost and similar messages for transmission.
- Receives registered mails and computes charges.
- Handles and safeguards cash and postal stock.
- Advises customers on postal services and charges.
- Sells philatelic products and undertakes associated promotional tasks.
- May assist in the preparation of promotional displays.

RELATED OCCUPATION

Occupation 1599-15 Postmaster/mistress

5909-13 POSTAL OFFICER

Performs sorting and clerical tasks associated with the provision of postal services.

SKILL LEVEL

On-the-Job Training: 4-6 weeks.

TASKS Include:

- Sorts mail into post office boxes.
- Sorts locally posted mail to preliminary breakup and despatches it to mail centres.
- Sells stamps, postal stationery and other goods and services.
- Advises customers on postal services and charges.
- Performs clerical tasks including maintenance of mail statistics.
- Handles and safeguards cash and postal stock.
- May supervise postal sorting and delivery staff.
- May process general agency transactions.
- May clear post boxes.
- May deliver telegrams, imagegrams or special delivery mail or parcels.

RELATED OCCUPATIONS

Unit Group 5403 Mail Sorters
Occupation 5605-13 Postman/woman

5999-11 METER READER

Reads electric, gas or water meters, records consumption and keeps records.

SKILL LEVEL

On-the-Job Training: 2 weeks.

TASKS Include:

- Walks over established routes, enters premises or land and locates meters.
- Checks numbers of meters and addresses, and reads meters.
- Inspects meters for defects, damage or unauthorised connections, and reports irregularities for servicing action.
- Checks readings to locate abnormal consumption.
- Reads meters for customers vacating premises or after replacement of meters.
- Records details of customers who have moved without notification.
- May calculate amounts due and leave accounts for customers.
- May drive vehicles.
- May take or arrange applications for new services.

SPECIALISATION**Meter Records Clerk**

Records technical data and installation details of meters, prepares work orders for their servicing and replacement and supplies maintenance workers, accounting departments and customers with information.

5999-13 PROOF READER

Reads typescripts or proofs of typed material to detect errors and make corrections to grammar, typing or composition.

SKILL LEVEL

On-the-Job Training: 3-6 months.

TASKS Include:

- Compares proof and copy.
- Marks proofs using codes to indicate deviations from copy or instruct operators to alter typographic details.
- Discusses grammatical or compositional discrepancies in copy with authors, and obtains signatures on copy authorising changes.
- Lodges marked proof for corrective action.
- Signs and dates proofs to indicate approval of corrections and authorise preparation of type for printing.
- May amend proof on visual display terminals.

5999-15 CLASSIFIED ADVERTISING CLERK

Receives advertising copy from clients by mail, phone or at a counter and records it for publication or broadcasting.

SKILL LEVEL

On-the-Job Training: 1-2 months.

TASKS Include:

- Checks submitted text to ensure accuracy of names, prices and details, and typesetting requirements.
- Confirms headings and conditions under which copy is to appear.
- Advises on rates, applies discounts, calculates costs and accepts payments or makes charges to accounts.
- Maintains filing systems to facilitate processing.
- May enter text and other details directly into computerised typesetting and accounting systems.

5999-17 BOOKMAKER'S CLERK

Penciller

Assists bookmakers to provide betting services for punters at race meetings.

SKILL LEVEL

On-the-Job Training: 3 months.

TASKS Include:

- Records details of bets in transaction ledgers.
- Monitors amounts of money placed on race entrants and advises bookmakers.
- Hands copies of betting ledgers to bookmakers after the closing of bets for each race.
- Checks details and numbers on winning betting tickets against those in betting ledgers.
- Crosses off entries on ledgers, pays money to punters and files or marks tickets.
- Pays money on winning tickets.
- May operate computer consoles to record bets and other information.

SPECIALISATION**Bagman/woman**

Accepts money from punters and places it into bags, reads odds boards, writes betting tickets and calls out odds and details for recording.

5999-19 MARKET RESEARCH INTERVIEWER

Survey Interviewer

Questions people and records their responses for analysis.

CLERKS

MAJOR GROUP 5

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Visits potential survey participants to seek their co-operation and to discuss surveys or leave pamphlets.
- Questions participants and records answers to standardised questions or leaves questionnaires to be completed.
- Records the distribution of documents.
- Collects questionnaires and returns documents to market research managers.
- May encode responses or check their consistency.
- May interview people at random in crowds or on the street.
- May attend debriefing sessions.

5999-99 CLERKS NEC

This residual grouping covers Clerks not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 1-6 months.

SPECIALISATIONS

Parking Inspector

Patrols assigned areas to check that vehicles are legally parked and have not overstayed maximum parking times, and issues parking infringement notices where parking laws have been violated.

Stamp Classifier

MAJOR GROUP 6

**SALESPERSONS AND PERSONAL SERVICE
WORKERS**

- 61 Investment, Insurance and Real Estate Salespersons**
- 62 Sales Representatives**
- 63 Sales Assistants**
- 64 Tellers, Cashiers and Ticket Salespersons**
- 65 Miscellaneous Salespersons**
- 66 Personal Service Workers**

MAJOR GROUP 6**SALESPERSONS AND PERSONAL SERVICE WORKERS****6 SALESPERSONS AND PERSONAL SERVICE WORKERS****61 INVESTMENT, INSURANCE AND REAL ESTATE SALESPERSONS****6101 SECURITIES AND FINANCE DEALERS**

6101-11 Stock Exchange Dealer

6101-99 Securities and Finance Dealers nec

6103 INSURANCE BROKERS AND AGENTS

6103-01 Supervisor, Insurance Brokers and Agents

6103-11 Insurance Agent

6103-13 Insurance Broker

6105 REAL ESTATE SALESPERSONS AND PROPERTY MANAGERS

6105-11 Real Estate Salesperson

6105-13 Real Estate Property Manager

6199 OTHER INVESTMENT, INSURANCE AND REAL ESTATE SALESPERSONS

6199-11 Commodities Broker

6199-13 Valuer

62 SALES REPRESENTATIVES**6201 SALES REPRESENTATIVES**

6201-11 Sales Representative (Chemical Products)

6201-13 Sales Representative (EDP Equipment)

6201-15 Sales Representative (Medical, Dental and Veterinary Equipment)

6201-17 Sales Representative (Electronic Equipment except EDP)

6201-19 Sales Representative (Toys and Sporting Goods)

6201-21 Sales Representative (Business Services)

6201-23 Sales Representative (Books and Paper Products)

6201-25 Sales Representative (Builders' Hardware)

6201-27 Sales Representative (Floor Coverings and Furniture)

6201-29 Sales Representative (Food, Drink and Tobacco Products)

6201-31 Sales Representative (Household Goods and Domestic Hardware)

6201-33 Sales Representative (Toiletries)

6201-35 Sales Representative (Pharmaceuticals)

6201-37 Sales Representative (Textiles, Clothing and Footwear)

6201-99 Sales Representatives nec

63 SALES ASSISTANTS**6301 SALES ASSISTANTS**

6301-01 Supervisor, Sales Assistants

6301-11 Sales Assistant (Hardware and Gardening Supplies)

6301-13 Sales Assistant (Fabrics, Clothing and Footwear)

6301-15 Sales Assistant (Food and Drink Products)

6301-17 Sales Assistant (Furniture, Floor Coverings and Household Goods)

6301-19 Sales Assistant (Caravans and Motor Vehicles)

6301-21 Sales Assistant (Stationery, Newspapers and Books)

6301-23 Sales Assistant (Pharmaceutical Products and Toiletries)

6301-25 Sales Assistant (Vehicle Parts and Accessories)

6301-99 Sales Assistants nec

64 TELLERS, CASHIERS AND TICKET SALESPERSONS**6401 TELLERS**

6401-01 Supervisor, Tellers

6401-11 Teller

6403 CASHIERS

6403-01 Supervisor, Cashiers

6403-11 Checkout Operator

6403-13 Office Cashier

6405 TICKET SALESPERSONS

6405-11 Ticket Seller

6405-13 Transport Conductor

65 MISCELLANEOUS SALESPERSONS**6501 STREET VENDORS, CANVASSERS AND SALES DRIVERS**

6501-01 Supervisor, Street Vendors, Canvassers and Sales Drivers

6501-11 Scrap Merchant

6501-13 Cash Van Salesperson

6501-15 Door-to-Door Salesperson

6501-17 Street Vendor

6503 BAR ATTENDANTS

6503-01 Supervisor, Bar Attendants

6503-11 Bar Attendant

6505 WAITERS AND WAITRESSES

6505-01 Supervisor, Waiters and Waitresses

SALESPERSONS AND PERSONAL SERVICE WORKERS**MAJOR GROUP 6**

6505-11 Formal Service Waiter/Waitress

6505-13 Drink Waiter/Waitress

6505-15 Waiter/Waitress (General)

6507 TRAVEL AGENTS

6507-11 Travel Agent (Commercial)

6507-13 Tourist Officer

6599 OTHER SALESPERSONS

6599-11 Auctioneer

6599-13 Auction Room Attendant

6599-15 Sales Demonstrator

6599-17 Rental Salesperson

6599-19 Service Counter Clerk

6599-21 Service Station Attendant

6599-99 Salespersons nec

66 PERSONAL SERVICE WORKERS**6601 CHILD CARE, REFUGE AND RELATED WORKERS**

6601-11 Pre-School Aide

6601-13 Child Care Aide

6601-15 Child Care Attendant

6601-17 Hostel Parent

6601-19 Child Care Group Worker

6601-21 Refuge Worker

6601-99 Child Care, Refuge and Related Workers nec

6603 ENROLLED NURSES

6603-11 Enrolled Nurse

6603-91 Student Enrolled Nurse

6605 DENTAL NURSES

6605-11 Dental Nurse

6607 HOME COMPANIONS AND AIDES

6607-11 Home Companion

6607-13 Family Aide

6609 TRAVEL STEWARDS

6609-01 Supervisor, Travel Stewards

6609-11 Flight Attendant

6609-13 Marine Steward

6609-15 Railway Steward

6699 OTHER PERSONAL SERVICE WORKERS

6699-11 Funeral Director

6699-13 Tourist Guide

6699-15 Beauty Therapist

6699-17 Masseur/Masseuse

6699-99 Personal Service Workers nec

6101-11 STOCK EXCHANGE DEALER

Buys and sells stocks and bonds as a member, or as an employee of a member, of a stock exchange.

SKILL LEVEL

Previous Experience: 3-5 years as a stockbroking clerk.

On-the-Job Training: 6-12 months.

Registration/Licensing: May be required with Stock Exchanges.

TASKS Include:

- Obtains information on securities, market conditions, government regulations and financial circumstances of customers.
- Interprets data from securities reports, financial periodicals and stock-quotation viewer screens.
- Gives information and advice regarding stocks, bonds, market conditions and the history and prospects of corporations.
- Records and transmits buy or sell orders, calculates and records costs of transactions and develops lists of investments for customers.

SPECIALISATIONS**Trading Floor Operator (Stock Exchange)**

Buys and sells stocks and other securities listed on the stock exchange, according to instructions.

Investment Dealer**Securities Dealer****6101-99 SECURITIES AND FINANCE DEALERS NEC**

This residual grouping covers Securities and Finance Dealers not elsewhere classified.

SKILL LEVEL

Education: 3 year degree or diploma.

On-the-Job Training: Up to 2 years.

SPECIALISATIONS**Corporate Finance Officer**

Provides financial advisory services concerning project and corporate finance and takeover activities.

Foreign Exchange Dealer

Analyses and speculates on trends in foreign exchange and arranges immediate or future transfers of funds into foreign currencies.

Futures Dealer

Arranges transactions on commodity futures markets.

Investment Adviser

Provides financial counselling and investment services.

Money Market Dealer

Undertakes money market activities, trading in money market securities and using the short term money market for funding, and arranging short term funds for clients.

Properties Investment Manager

Advises clients on real estate investment and controls real estate investments.

6103-01 SUPERVISOR, INSURANCE BROKERS AND AGENTS

Supervises and co-ordinates the activities of agents and brokers engaged in selling insurance.

SKILL LEVEL

Previous Experience: 5-10 years as an insurance broker and agent.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Develops sales through controlling the activities of an insurance sales force.
- Attends seminars on management and sales promotion to keep abreast of new techniques.
- Maintains contact with major clients.
- Conducts underwriting surveys and writes reports.

6103-11 INSURANCE AGENT

Sells insurance to new and existing clients, and solicits custom from potential customers.

SKILL LEVEL

Previous Experience: 1-2 years as a sales assistant or sales representative.

On-the-Job Training: 2-3 months.

TASKS Include:

- Compiles lists of prospective customers from directories and other sources.
- Makes contact with prospective customers to seek interviews and gauge interest.
- Interviews prospective and present customers to explain policies, risks covered, rates and benefits of policies and to make recommendations for amount and type of cover.
- May collect premiums and keep records of payments.

SPECIALISATIONS**Insurance Underwriter****Life Assurance Representative****6103-13 INSURANCE BROKER**

Operates as an independent agent to sell life, fire, accident, industrial and marine insurance for many companies.

SKILL LEVEL

Previous Experience: 2-3 years as an insurance agent.

TASKS Include:

- Compiles lists of prospective customers from directories and other sources.
- Makes contact with prospective customers to seek interviews and gauge interest.
- Interviews prospective and present customers to explain policies, risks covered, rates and benefits of policies.
- Makes recommendations for amount and type of cover.
- Checks details of insurance companies policies to select the cover most appropriate for customers' requirements.
- May collect premiums and keep records of payments.

6105-11 REAL ESTATE SALESPERSON

Real Estate Sub-Agent

Arranges the sale and leasing of real estate and property on behalf of owners as commission agents, and assists buyers to find suitable properties.

SKILL LEVEL**Education:** 1-3 year certificate.**On-the-Job Training:** Up to 2 years.**Registration/Licensing:** May be required.**TASKS Include:**

- Lists details of land or buildings for sale and arranges for the advertising of properties.
- Assesses buyers' needs and locates properties for their consideration.
- Conducts buyers on inspections of properties.
- Advises on merits of properties and terms of sale.
- Accepts premises for lease, contacts clients or advertises properties and negotiates leasing.
- May arrange rent collection, and oversight the maintenance of premises.
- May arrange finance for buyers.
- May arrange for land brokerage and conveyancing.
- May advise vendors of reasonable asking prices for properties.

SPECIALISATION

Real Estate Sales Representative

6105-13 REAL ESTATE PROPERTY MANAGER

Leasing Agent

Brings together two or more parties to enact a real estate or property leasing agreement.

SKILL LEVEL**On-the-Job Training:** 3 months.**TASKS Include:**

- Inspects properties to assess market rentals.
- Places vacant properties on the rental market after discussions with landlords.
- Arranges advertising of properties.
- Shows prospective tenants over properties and arranges signing of leases.
- Acts under landlords' instructions with respect to collecting rents and bond money, inspecting properties before, during or after tenancies, screening prospective tenants, maintaining properties and accounting for income and expenses.
- Ensures that real estate practice and legal requirements are observed.
- May maintain registers of persons seeking rental accommodation.

6199-11 COMMODITIES BROKER

Brings together buyers and sellers of commodities to negotiate private sales on a commission basis, or arranges sales through established market places.

SKILL LEVEL**Previous Experience:** 3-5 years in selling commodities.**TASKS Include:**

- Analyses the state of commodities markets and advises clients.
- Establishes the financial circumstances of clients, and provides advice on sales and purchases.
- Monitors government policies and regulations affecting the operations of local and foreign commodities markets to develop sales strategies for clients.
- May specialise in particular commodities such as diamonds, grain and wool.

6199-13 VALUER

Assesses the values of properties, land, buildings, commercial equipment, merchandise, personal and household effects and objects of art.

SKILL LEVEL**Education:** 3-4 year degree or 2 year associate diploma.**On-the-Job Training:** 4 years.**Registration/Licensing:** May be required.**TASKS Include:**

- Examines items and selects methods of valuation.
- Calculates values by considering market demand, condition of items, future trends and other factors.
- Submits written assessments.

- May be required to appear in court to justify valuations.

6201-11 SALES REPRESENTATIVE (CHEMICAL PRODUCTS)

Represents companies in the wholesaling of chemicals and chemical products.

SKILL LEVEL

Previous Experience: 3 years as a chemist or chemistry technical officer.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells agricultural chemicals such as insecticides, fertilizers, superphosphate, and industrial chemicals such as dyes, adhesives and synthetic substitutes.
- Provides advice on the purity, characteristics and dangers of chemicals.
- Provides information on regulations governing the use, storage and disposal of chemicals and chemical products.

6201-13 SALES REPRESENTATIVE (EDP EQUIPMENT)

Represents companies in the wholesaling of computers and electronic data processing equipment.

SKILL LEVEL

Previous Experience: 2-3 years as a computer operator or computing professional.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells computers, word processors, electronic mailing systems, and associated equipment such as printers, visual display units, keyboards, calculators and plotters, modems and software programs.
- Analyses customers' needs and advises on the most suitable equipment.
- Provides reference guides and operating and systems manuals.
- Arranges the installation and testing of equipment.
- May demonstrate equipment and train operators.

6201-15 SALES REPRESENTATIVE (MEDICAL, DENTAL AND VETERINARY EQUIPMENT)

Represents companies in the wholesaling of medical, dental and veterinary equipment.

SKILL LEVEL

Previous Experience: 3 years as a registered nurse or medical technical officer or technician.

On-the-Job Training: 3-6 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells medical, veterinary and dental equipment and supplies, except drugs and patent medicines, to health diagnosis and treatment practitioners and hospitals.
- Provides technical information on products and new equipment.

6201-17 SALES REPRESENTATIVE (ELECTRONIC EQUIPMENT EXCEPT EDP)

Represents companies in the wholesaling of electronic equipment except electronic data processing equipment.

SKILL LEVEL

Previous Experience: 2-3 years as an electronics engineering associate or technician, or sales assistant.

On-the-Job Training: 1-2 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells electronic equipment such as switchboards, mechanical and sensing control mechanisms, security and communications systems.
- Arranges the installation and testing of equipment.
- May demonstrate equipment and train operators.

SPECIALISATION

Sales Representative (Communications Equipment)

6201-19 SALES REPRESENTATIVE (TOYS AND SPORTING GOODS)

Represents companies in the wholesaling of games, toys, sporting equipment and accessories.

SKILL LEVEL

Previous Experience: 1 year as a sales assistant.

On-the-Job Training: 1 month.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells games, toys and play equipment, and tennis, football, cricket, running, cycling, golfing and other sporting goods to sports centres and retail establishments.

- Arranges the delivery and setting up of displays of sporting goods and toys.

6201-21 SALES REPRESENTATIVE (BUSINESS SERVICES)

Represents companies in the wholesaling of financial, advertising and other business services.

SKILL LEVEL

On-the-Job Training: Up to 1 year.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells financial and related services such as credit information and debt collection.
- Provides information on market services, consumer information, business publications and training.

SPECIALISATION

Sales Representative (Advertising)

Sells advertising services, material and space.

6201-23 SALES REPRESENTATIVE (BOOKS AND PAPER PRODUCTS)

Represents companies in the wholesaling of books, periodicals and paper products.

SKILL LEVEL

Previous Experience: 1 year as a sales assistant.

On-the-Job Training: 1 month.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells products such as books, magazines, stationery, greeting cards, periodicals and paper products.
- Advises on publication dates for books.
- Arranges delivery of displays and samples for the promotion of new books.
- May suggest sales promotion techniques to book dealers.

6201-25 SALES REPRESENTATIVE (BUILDERS' HARDWARE)

Represents companies in the wholesaling of builders' timber, hardware and supplies.

SKILL LEVEL

Previous Experience: 1-2 years as a building tradesperson or sales assistant.

On-the-Job Training: 1 month.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells products such as paint, plaster, builders' tools, wire, timber, plumbing and electrical supplies, and wood products.

6201-27 SALES REPRESENTATIVE (FLOOR COVERINGS AND FURNITURE)

Represents companies in the wholesaling of floor coverings and furniture.

SKILL LEVEL

Previous Experience: 1 year as a sales assistant.

On-the-Job Training: 1 month.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells products such as carpets, vinyl and underlay, and furniture such as beds, tables, chairs and cabinets.

6201-29 SALES REPRESENTATIVE (FOOD, DRINK AND TOBACCO PRODUCTS)

Represents companies in the wholesaling of food, drink or tobacco products.

SKILL LEVEL

Previous Experience: 1 year as a sales assistant.

On-the-Job Training: 1 month.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- May arrange for the supply and installation of cigarette vending machines or refrigerators in which to store food.

6201-31 SALES REPRESENTATIVE (HOUSEHOLD GOODS AND DOMESTIC HARDWARE)

Represents companies in the wholesaling of household goods and domestic hardware.

SKILL LEVEL

Previous Experience: 1 year as a sales assistant.

On-the-Job Training: 1 month.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells products such as kitchen appliances, refrigerators, radios and televisions, air-conditioners, cooking utensils, lawnmowers and garden tools.

6201-33 SALES REPRESENTATIVE (TOILETRIES)

Represents companies in the wholesaling of toiletries.

SKILL LEVEL

Previous Experience: 1-2 years as a sales assistant.

On-the-Job Training: 3 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells products such as cosmetics, toilet preparations and perfumes.
- May arrange training for sales assistants in the use and sales of cosmetic products.

6201-35 SALES REPRESENTATIVE (PHARMACEUTICALS)

Represents companies in the wholesaling of drugs and medicine to hospitals, pharmacists and medical practitioners.

SKILL LEVEL

Previous Experience: 3 years as a registered nurse or medical technical officer or technician.

On-the-Job Training: 3-6 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells prescription drugs to health diagnosis and treatment practitioners, and hospitals.
- Describes the purposes for which drugs may be used.
- Describes the therapeutic and side effects of drugs.
- Provides technical descriptions of drugs.

6201-37 SALES REPRESENTATIVE (TEXTILES, CLOTHING AND FOOTWEAR)

Represents companies in the wholesaling of textiles, clothing and footwear.

SKILL LEVEL

Previous Experience: 1 year as a sales assistant.

On-the-Job Training: 3 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells products such as fabrics, clothing and footwear.
- May arrange fashion shows.

6201-99 SALES REPRESENTATIVES NEC

This residual grouping covers Sales Representatives not elsewhere classified.

SKILL LEVEL

Previous Experience: 1-2 years as a sales assistant.

On-the-Job Training: 1-2 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.

SPECIALISATIONS

Sales Representative (Jewellery and Watches)

Sales Representative (Musical Goods)

Sales Representative (Photographic Equipment and Supplies)

Sales Representative (Printing)

6301-01 SUPERVISOR (SALES ASSISTANTS)

Sales Department Manager

Supervises and co-ordinates staff in departments of larger retail establishments engaged in selling merchandise to customers.

SKILL LEVEL

Previous Experience: 2-5 years as a sales assistant.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Plans and arranges department layout, including display arrangements.
- Investigates complaints and arranges for refunds or exchanges of merchandise returned by customers.
- Organises and carries out stocktaking.

- Maintains contact with Retail Buyers to discuss sales.
- May authorise credit and check non-cash payments.
- May place orders with warehouses or manufacturers if articles are unavailable from sales floor.
- May count cash register receipts or dockets at the close of business.
- May prepare displays of merchandise in windows or on sales floors.
- May buy stock.

RELATED OCCUPATION

Occupation 1501-11 Shop Manager

6301-11 SALES ASSISTANT (HARDWARE AND GARDENING SUPPLIES)

Sells hardware and gardening supplies in retail or wholesale establishments.

SKILL LEVEL

On-the-Job Training: Up to 3 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Assistant.
- Sells products such as brushware, garden supplies, electrical and plumbing fittings, paint, wire products, building materials, powered hand tools, lawnmowers and powered implements.
- May assist with simple repair work on appliances or arrange for repairs.
- May saw timber into lengths as requested by customers.
- May mix paint and calculate amounts required.

6301-13 SALES ASSISTANT (FABRICS, CLOTHING AND FOOTWEAR)

Sells soft furnishings, manchester, clothing or footwear in retail or wholesale establishments.

SKILL LEVEL

On-the-Job Training: Up to 3 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Assistant.
- Sells products such as footwear, haberdashery, knitting wools, ladieswear, menswear, children's wear, clothing fabrics, soft furnishings including bedspreads, cushions and curtains, and manchester items including sheets, towels, pillowcases and quilts.
- May take customers' measurements to select correct sizes of goods.

- May arrange for clothes to be altered to fit customers.
- May calculate length of fabrics.
- May suggest and display accessories and colour combinations of fabrics or clothes.

6301-15 SALES ASSISTANT (FOOD AND DRINK PRODUCTS)

Sells food and drink products in retail or wholesale establishments.

SKILL LEVEL

On-the-Job Training: Up to 3 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Assistant.
- Sells products such as milk, bread, confectionery, meat, fruit, vegetables, liquor and soft drink.
- May prepare food and drinks.
- May clean and wash eating areas and cooking utensils.
- May sell a range of products in mixed businesses or supermarkets.

SPECIALISATIONS

Bottle Shop Attendant
Canteen Assistant

RELATED OCCUPATIONS

Unit Group 6503 Bar Attendants
Unit Group 6505 Waiters and Waitresses

6301-17 SALES ASSISTANT (FURNITURE, FLOOR COVERINGS AND HOUSEHOLD GOODS)

Sells furniture, floor coverings, household appliances and home improvement items in retail or wholesale establishments.

SKILL LEVEL

On-the-Job Training: Up to 3 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Assistant.
- Sells products such as floor coverings, underlay, kitchen appliances, heating equipment, electrical appliances, china, glassware, cutlery and crockery.
- May calculate floor covering requirements.
- May arrange for products to be delivered and installed.
- May inform customers of after-sales service availability.

- May undertake manufacturers' training courses to increase knowledge of products.

6301-19 SALES ASSISTANT (CARAVANS AND MOTOR VEHICLES)

Sells new and used motor vehicles, motor cycles, boats, caravans and earthmoving equipment in retail or wholesale establishments.

SKILL LEVEL

On-the-Job Training: Up to 3 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Assistant.
- Sells products such as new and used motor vehicles, motor cycles, boats, caravans, tractors, harvesters, cherry-pickers, cranes and earthmoving equipment.
- May assist with pre-delivery checks to ensure vehicles are functioning correctly.
- May offer trade-in prices for vehicles.
- May sell attachments for vehicles.
- May assist with arranging loans for customers.
- May inform customers of warranty conditions and after-sales service availability.
- May provide customers with lists of optional accessories available for vehicles.
- May sell vehicle accessories.

6301-21 SALES ASSISTANT (STATIONERY, NEWSPAPERS AND BOOKS)

Sells newspapers, books, stationery and office supplies in retail or wholesale establishments.

SKILL LEVEL

On-the-Job Training: Up to 3 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Assistant.
- Sells products such as newspapers, magazines, journals, books, cards, pens, pencils, paper and office supplies, and art supplies including paints and brushes.
- May arrange for newspapers and journals to be delivered to customers.
- May act as agents for services such as lottery systems and dry-cleaning.

SPECIALISATION

Sales Assistant (Office Supplies)

6301-23 SALES ASSISTANT (PHARMACEUTICAL PRODUCTS AND TOILETRIES)

Sells cosmetics, perfumes, patent medicines and toiletries in retail or wholesale establishments.

SKILL LEVEL

On-the-Job Training: Up to 3 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Assistant.
- Sells products such as cosmetics, non-prescription pharmaceuticals, toiletries, first aid supplies, shampoo, soap and perfumes.
- May demonstrate cosmetics.
- May advise customers on the correct application and storage of patent medicines.
- May undertake manufacturers' training courses to increase knowledge of products.

SPECIALISATION

Chemist Shop Assistant

6301-25 SALES ASSISTANT (VEHICLE PARTS AND ACCESSORIES)

Sells vehicle accessories and spare parts in retail or wholesale establishments.

SKILL LEVEL

On-the-Job Training: 1-4 years.

TASKS Include:

- Performs tasks covered by the generic title Sales Assistant.
- Sells products such as vehicle spare parts, tyres, tubes, car radios and cassettes, seat covers, lights, tow bars, mirrors, batteries, lubricating oils, petrol and petroleum products.
- Receives orders for parts.
- Determines part sizes and details such as vehicle make, model, manufacturer and year.
- Searches microfiche lists or books to find part numbers and cost.
- Obtains parts from storage.
- Calculates sales tax, discounts and prices to prepare accounts.
- Packages and despatches parts.
- May unpack, sort and store parts.
- May collect and deliver parts.
- May assist with repairing or replacing parts or components.

- May arrange for products to be installed.

SPECIALISATIONS

Apprentice Automotive Parts Interpreter
Automotive Parts Interpreter
Sales Assistant (Tyres)

6301-99 SALES ASSISTANTS NEC

This residual grouping covers Sales Assistants not elsewhere classified.

SKILL LEVEL

On-the-Job Training: Up to 12 months.

SPECIALISATIONS**Sales Assistant (EDP and Office Equipment)**

Sells products such as calculators, computers, printers, computer software packages, photocopiers, industrial video cassette recorders, word processors and office equipment accessories in retail or wholesale establishments.

Sales Assistant (Musical Equipment and Supplies)

Sells products such as musical instruments, cases and parts, records, pre-recorded tapes, sheet music and music equipment accessories in retail or wholesale establishments.

Sales Assistant (Photographic Equipment and Supplies)

Sells products such as cameras, projectors, film, enlargers, processing equipment, photographic chemicals and accessories in retail or wholesale establishments.

Sales Assistant (Sports Equipment and Toys)

Sells products such as camping, sporting, climbing, sailing, skiing, hobby and athletic equipment, and clothing, cycles and parts, toys and indoor games, in retail or wholesale establishments.

Sales Assistant (Watches and Jewellery)

Sells products such as watches, clocks, precious stones, ceramics, silverware, pewter and costume jewellery in retail or wholesale establishments.

6401-01 SUPERVISOR, TELLERS

Supervises the activities of workers engaged in receiving and disbursing money in banks or other financial or commercial institutions.

SKILL LEVEL

Previous Experience: 3-5 years as a teller.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Records daily balances of receipts and disbursements.
- Requisitions daily cash requirements.
- Investigates telling discrepancies.

6401-11 TELLER

Receives and pays out money, keeps records of transactions, issues receipts and cashes cheques.

SKILL LEVEL

Education: Year 11-12.

Previous Experience: 6 months as a clerk.

On-the-Job Training: 2 months.

TASKS Include:

- Accepts money or cheques deposited by customers, verifies records and receipts, and credits customers' accounts.
- Pays money to customers according to advice slips, cheques or negotiable documents, and debits customers' accounts.
- Provides change and cashes cheques.
- Records transactions.
- Balances cash and advises supervisors of cash position or discrepancies.
- May use computerised cash registers or terminals.
- May answer customer enquiries.
- May open and close accounts for customers.

6403-01 SUPERVISOR, CASHIERS

Supervises and co-ordinates the activities of workers engaged in handling money and operating cash registers or check-out consoles.

SKILL LEVEL

Previous Experience: 3-5 years as a cashier.

On-the-Job Training: 3 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Records or checks summaries of daily transactions.
- Arranges supply of cash requirements for operations.
- Investigates cash discrepancies.
- May collect cash from cashiers for banking.

SPECIALISATION**Check-out Supervisor****6403-11 CHECKOUT OPERATOR**

Checks and enters prices of goods purchased by customers, operates cash registers and receives payments.

MAJOR GROUP 6

SALESPERSONS AND PERSONAL SERVICE WORKERS

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Receives goods selected by customers, registers prices and totals amounts.
- Receives cash, cheques or credit cards as means of payment, and gives change.
- May wrap or pack goods.
- May direct customers to locations of goods.

SPECIALISATION

Service Station Console Operator

RELATED OCCUPATIONS

Minor Group 63 Sales Assistants

6403-13 OFFICE CASHIER

Receives and banks takings and makes payments.

SKILL LEVEL

Previous Experience: 1 year as a clerk or sales assistant.

On-the-Job Training: 1 month.

TASKS Include:

- Receives payments from customers.
- Counts and records money received, and checks amounts against sales dockets or other documentation.
- Arranges and conducts banking.
- Cashes authorised cheques.
- Prepares petty cash disbursements.
- May prepare wages.

6405-11 TICKET SELLER

Sells tickets for sporting or entertainment venues, travel, lotteries or betting, and makes reservations.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Receives customers' requests and money.
- Checks ticket availability and service times, and makes reservations.
- Issues tickets, receipts and change.
- Answers inquiries.

- May contact customers to cancel or confirm reservations.
- May arrange accommodation.
- May check-in baggage and issue baggage dockets.
- May announce arrival, departure and commencement times.

SPECIALISATIONS

Airline Traffic Officer (Passenger Service)

Assists airline passengers between flights with boarding, flight procedures, locating luggage and giving directions.

Chaperones unaccompanied children in transit.

Booking Clerk

Reservations Clerk

TAB Clerk

6405-13 TRANSPORT CONDUCTOR

Receives fares and issues tickets on transport vehicles.

SKILL LEVEL

On-the-Job Training: 1-2 weeks.

TASKS Include:

- Collects tickets and change from depot clerks.
- Accepts fares from passengers, and issues tickets and change.
- Signals drivers to start or stop vehicles.
- Accounts for money and unsold tickets at end of shifts.
- May sell weekly or monthly tickets at central ticket agencies.
- May assist passengers with baggage.
- May oversee passenger safety and behaviour.

SPECIALISATIONS

Bus Conductor

Train Conductor

Tram Conductor

6501-01 SUPERVISOR, STREET VENDORS, CANVASSERS AND SALES DRIVERS

Supervises and co-ordinates the activities of workers engaged in street vending, canvassing or door-to-door selling.

SKILL LEVEL

Previous Experience: 1-3 years as a street vendor, canvasser and sales driver.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

- Conducts training sessions to ensure that salespersons understand procedures to be used and products or services to be sold.
- May arrange for advertising of goods and services.

6501-11 SCRAP MERCHANT

Scrap Materials Buyer

Buys scrap materials from private, industrial and commercial establishments and resells them.

SKILL LEVEL

Previous Experience: 1-3 years as a sales assistant.

On-the-Job Training: 1-3 months.

TASKS Include:

- Contacts households and establishments to purchase scrap materials.
- Appraises items available for sale and makes offers of price or negotiates contracts.
- Re-negotiates contracts when they expire or when variations occur in the amount of scrap collected.
- Offers items for sale and arranges for delivery and payment.
- May process metals by pressing into bales.
- May maintain lists of metal prices and trends.
- May sort items into groups.
- May arrange for items to be recycled.

SPECIALISATION

Bottle Dealer

6501-13 CASH VAN SALESPERSON

Van Salesperson

Drives vans or trucks on established routes to deliver and sell goods or services on a retail or wholesale basis.

SKILL LEVEL

On-the-Job Training: 1 month.

Registration/Licensing: Drivers' licence required.

TASKS Include:

- Loads vans with items and delivers goods to customers.
- Writes delivery orders and collects payments for deliveries.
- Loads vans with empty containers, unused and unsold merchandise, or articles to be serviced, for return to depots.
- Informs customers of new products or services.
- May call on prospective customers to solicit new orders.

- May unload stock on to shelves.
- May set up displays and posters on vans or trucks.

SPECIALISATION

Milk Vendor

6501-15 DOOR-TO-DOOR SALESPERSON

Sells books, magazines, cosmetics, kitchen items and other merchandise from door to door.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Displays sample products or catalogues to customers and explains qualities of products.
- Writes orders and provides customers with dockets and delivery dates.
- Delivers or arranges for delivery of merchandise, and collects payments.
- Records customers' orders and addresses, and provides customers with delivery dates.
- May develop lists of prospective customers or follow-up those supplied by management.
- May arrange back-up and after-sales service.
- May distribute advertising literature and leave samples.
- May telephone customers and explain type, quality and price of merchandise or services available.
- May arrange for typing and distribution of letters to advertise merchandise or services.

SPECIALISATIONS

Canvasser

Sells merchandise or services by soliciting orders from customers by telephone or letter.

Fund Raiser

6501-17 STREET VENDOR

Sells goods to customers at street locations.

SKILL LEVEL

On-the-Job Training: 1 month.

Registration/Licensing: May be required.

TASKS Include:

- Collects goods and loads them on to push-carts or trucks for transporting to street location.
- Displays and arranges goods on stands or on footpaths.

- Receives payments from customers for goods sold and gives change.
- May have a permanent location or stand.
- May operate from a street stall or stationery van.

SPECIALISATION

Newsboy/girl

Sell newspapers and periodicals on the street.

6503-01 SUPERVISOR, BAR ATTENDANTS

Bar Manager

Supervises and co-ordinates the activities of workers engaged in preparing, mixing and serving drinks to patrons in hotels, restaurants, clubs and other licensed establishments.

SKILL LEVEL

Previous Experience: 3 years as a bar attendant.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Inspects storage and bar facilities to ensure that they are clean, functional and meet health regulations.

6503-11 BAR ATTENDANT

Barmaid/Barman

Bar Steward/Stewardess

Prepares, mixes and serves drinks to patrons in licensed establishments.

SKILL LEVEL

Education: 3 month certificate.

On-the-Job Training: 3 months.

TASKS Include:

- Serves and sells cocktails, mixed drinks, bottled, canned and other alcoholic and non-alcoholic drinks.
- Mixes ingredients such as liquor, soda, water, fruit juices, sugar and bitters to prepare cocktails and other drinks.
- Sells light snacks.
- Collects payment for sales and operates cash registers.
- Replenishes drink dispensers, shelves and refrigerators.
- Taps kegs and attaches them to supply lines.
- Washes glassware by hand or places into dishwashing machines.
- Arranges bottles and glasses on shelves or benches.
- Cleans and maintains bar service area.
- May slice fruits to garnish drinks.

6505-01 SUPERVISOR, WAITERS AND WAITRESSES

Headwaiter/waitress

Maitre D'Hotel

Supervises and co-ordinates the activities of workers engaged in serving food and beverages to patrons in hotels, restaurants, clubs and dining establishments.

SKILL LEVEL

Previous Experience: 3-5 years as a waiter or waitress.

On-the-Job Training: 2 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Ensures that tables, chairs, table settings and decorations are properly arranged.
- Receives and records dining reservations by telephone.
- Makes arrangements for special functions.
- Welcomes patrons, escorts them to their tables and presents them with menus.

SPECIALISATION

Dining Room Host/Hostess

Greets patrons in hotels, restaurants, clubs and dining establishments and co-ordinates food service.

6505-11 FORMAL SERVICE WAITER/WAITRESS

Silver Service Waiter/Waitress

Serves food and beverages, in a formal dining setting, to patrons in hotels, restaurants, clubs and similar dining establishments.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Sets tables.
- Presents menus to patrons and suggests dishes.
- Answers questions regarding service and food preparation.
- Takes orders and relays them to kitchen or bar staff.
- Carries trays or pushes carts to transport food and beverages to tables.
- Garnishes dishes and carves meat.
- Serves food from chafing or warming dishes at tables.
- Attends to patrons to fulfil additional requests and ensure delivery of courses at appropriate times.
- Presents bills to patrons and accepts payment.
- Clears tables and returns dishes and cutlery to kitchens.
- Removes linen and places it in containers for laundering.

6505-13 DRINK WAITER/WAITRESS

Suggests and serves wine to patrons in hotels, restaurants, clubs and dining establishments.

SKILL LEVEL

Education: 20 week certificate, or trade certificate.

On-the-Job Training: 1 year.

TASKS Include:

- Studies menus and wine lists to recommend wines to complement food orders.
- Greets patrons, presents them with wine lists and suggests wines.
- Takes drinks orders and obtains beverages from bar attendants.
- Delivers drinks to tables.
- Opens wine bottles and pours wine.
- Adds drinks costs to bills.
- Refills and replaces glasses.
- Removes empty bottles from tables.
- May present wines to patrons for their approval.

SPECIALISATIONS

Wine Steward/Stewardess

Wine Waiter/Waitress

6505-15 WAITER/WAITRESS (GENERAL)

Food Steward/Stewardess

Serves food and beverages to patrons in dining establishments.

SKILL LEVEL

On-the-Job Training: 1-6 months.

TASKS Include:

- Sets tables.
- Presents menus to patrons and answers questions regarding food preparation.
- Takes orders and relays them to kitchen staff or bar attendants.
- Serves food and beverages.
- Presents bills to patrons.
- Clears tables and returns dishes and cutlery to kitchens.
- May move and arrange tables and chairs.
- May serve drinks.

SPECIALISATION

Dining Room Attendant

6507-11 TRAVEL AGENT (COMMERCIAL)

Travel Consultant

Plans travel and accommodation for clients, and makes travel bookings.

SKILL LEVEL

Education: 1 year certificate.

On-the-Job Training: 3 months.

Registration/Licensing: May be required.

TASKS Include:

- Determines travel, accommodation and special interest requirements of clients.
- Studies travel routes and considers cost, availability and convenience of transport options and suggests itineraries.
- Makes and confirms travel and accommodation reservations and informs clients of bus, plane, ship and train connections.
- Notifies clients of travel dates, baggage limits, medical and visa requirements.
- Provides information on tourist attractions or tours available, and procedures for lost or stolen documents.
- Maintains records of transactions.
- Ensures that travel clearances are obtained.
- Gives clients itineraries and tickets for travel and vouchers for accommodation, and collects payment.
- May provide information on travel insurance, overseas climate and customs, and use of credit cards or travellers' cheques.

6507-13 TOURIST OFFICER

Tourist Adviser

Provides travel and accommodation information to tourists.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Answers queries from tourists and offers suggestions on tours, travel routes and accommodation.
- Provides literature and information on local and interstate tours and places of interest.
- Discusses transport availability and cost.
- May arrange tickets for travel and accommodation and collect payment.
- May assist travel agents in preparing itineraries for tourists.

6599-11 AUCTIONEER

Sells property or merchandise at public or private auctions.

SKILL LEVEL

Education: 1 year certificate.

Previous Experience: 2 years as an auction room attendant or real estate salesperson.

Registration/Licensing: Required by government authorities.

TASKS Include:

- Inspects property or articles for auction and lists items to be catalogued.
- Arranges publicity and conditions of sale for auctions.
- Sets reserve prices in consultation with vendors.
- Advises conditions of sale to prospective bidders and describes articles as they are presented.
- Conducts auctions.
- Calls for bids and accepts or rejects offers made by interested buyers.
- Maintains records of sales.
- Supervises the activities of auction room attendants.
- May organise the preparation and distribution of catalogues.
- May arrange the display of merchandise for inspection prior to auctions.

6599-13 AUCTION ROOM ATTENDANT

Assists auctioneers to sell property or merchandise, assembles and arranges merchandise for sale, and receives payments for goods.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Receives articles and lists them in catalogues.
- Numbers articles for identification.
- Arranges lots in sequence and positions them for display.
- Displays articles during auctions.
- Prepares articles for despatch when sold.
- May draw auctioneers' attention to bidders during auctions.
- May approach bidders to record sales, and arrange methods of payment and delivery.

6599-15 SALES DEMONSTRATOR

Demonstrates articles and appliances for sale in wholesale, retail or industrial establishments, at exhibitions, or in private homes.

SKILL LEVEL

On-the-Job Training: 3-12 months.

TASKS Include:

- Arranges displays of articles and appliances.
- Explains the functions and qualities of articles and demonstrates articles to audiences.
- Provides answers to questions about products.
- May offer advice on the use of articles or appliances.
- May sell goods or take orders at demonstrations.

6599-17 RENTAL SALESPERSON

Rental Clerk

Rents equipment or items to individuals, businesses or commercial organisations.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Determines the requirements of renters.
- Demonstrates items and suggests selections.
- Notes the condition of equipment prior to rental and checks the condition on return to determine whether damages should be charged.
- Prepares dockets or contracts which detail customers' addresses and duration, costs and conditions of rental.
- May arrange delivery of items to customers.

6599-19 SERVICE COUNTER CLERK

Accepts articles for servicing or repair in retail sales or service establishments.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Quotes prices for the service or repair of articles.
- Estimates completion dates for services.
- Issues dockets to customers and documents articles prior to despatch to service departments.
- Returns articles to customers.
- Records cash receipts.
- Performs minor stock control procedures.
- May sell accessories or parts for products stocked.

6599-21 SERVICE STATION ATTENDANT
Driveway Attendant

Sells fuel, lubricants and other automotive accessories, and performs minor maintenance on motor vehicles at retail service stations.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Fills fuel tanks with fuel.
- Measures the level of oil in engines using dipsticks.
- Checks water levels in radiators and batteries.
- Measures air pressure in tyres.
- Replenishes oil, water and air.
- Receives money and gives change.
- Cleans petrol pumps and surrounding areas.
- May undertake stock control.
- May wash windscreens of vehicles.
- May sell grocery items.
- May drive vehicles and collect automotive spare parts.
- May assist mechanics in minor car cleaning and repair tasks.

6599-99 SALESPERSONS NEC

This residual grouping covers Salespersons not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 3 months.

SPECIALISATION**Model**

Displays and demonstrates clothing or other goods.

6601-11 PRE-SCHOOL AIDE

Under the control of pre-school teachers, provides care and supervision for children at pre-school centres.

SKILL LEVEL

On-the-Job Training: 1-6 months.

Registration/Licensing: May be required.

TASKS Include:

- Demonstrates, supervises and participates in activities which enhance the physical, social, emotional and intellectual development of children in pre-school centres.

- Prepares indoor or outdoor areas for learning or recreational activities.
- Provides assistance to teachers in the preparation of materials and equipment.
- Assists in the implementation of individual and group programs.
- May participate in the planning of activities.
- May take children on recreational or educational excursions.

SPECIALISATION**Kindergarten Assistant****6601-13 CHILD CARE AIDE**
Child Care Assistant

Provides care and supervision for children at non-residential child care centres, and directs the activities of child care attendants.

SKILL LEVEL

Education: 2 year certificate.

On-the-Job Training: 1-6 months.

Registration/Licensing: May be required.

TASKS Include:

- Supervises and participates in games, activities and programs in day care or child care centres.
- Assists in the preparation of materials and equipment for educational or recreational activities.
- Provides advice and assistance to staff.
- May take children on outings.

6601-15 CHILD CARE ATTENDANT

Provides care and supervision for children and babies in child care centres and in other environments.

SKILL LEVEL

On-the-Job Training: 3 months.

TASKS Include:

- Prepares and conducts activities for children.
- Prepares and lays out materials such as paint, glue, paper, clay, pencils, and recreational and other equipment such as toys.
- Entertains children by reading to them or playing games with them.
- Supervises children in recreational activities.
- Supervises the hygiene of children.
- Dresses and undresses children.

- Prepares and serves food and drinks to children.
- Tidies premises and packs away equipment.

SPECIALISATIONS

Baby Sitter
Child Minder
Children's Nursery Assistant
Creche Attendant
Day Care Worker

6601-17 HOSTEL PARENT

House Parent
 Cottage Parent

Operates residential child care establishments which provide home environments for children.

SKILL LEVEL

Previous Experience: 1-5 years as a child care attendant.

TASKS Include:

- Plans and implements programs of supervision and care for children.
- Supervises and arranges activities to enhance the physical, social, emotional and intellectual development of children.
- Wakes children, and ensures that they wash, dress and develop hygienic living habits.
- Supervises domestic arrangements of children and develops their social skills.
- Prepares and lays out materials and equipment required in educational and recreational activities.
- Assists in teaching programs and counselling of children.
- Organises, leads and participates in recreational and other activities and outings.
- Maintains discipline and enforces regulations.
- May cook and serve meals, clean premises, wash, iron and perform household tasks.
- May order supplies, keep accounts and attend to administrative matters.

6601-19 CHILD CARE GROUP WORKER

Provides care and supervision for children in government security institutions.

SKILL LEVEL

Education: 1 year certificate.

On-the-Job Training: 1 year.

TASKS Include:

- Wakes children and ensures they are washed, dressed, fed and ready for educational and recreational activities.

- Organises and participates in educational and recreational activities.
- Supervises children during domestic activities such as eating meals and showering.
- Enforces behaviour standards, compiles disciplinary reports and assists in implementing remedial measures.
- May patrol centres, and lock or unlock doors.
- May assist in serving meals or performing other housekeeping tasks.

6601-21 REFUGE WORKER

Provides services and support to people seeking help in refuges.

SKILL LEVEL

On-the-Job Training: 3-6 months.

TASKS Include:

- Organises refuge accommodation.
- Provides emotional support to residents of refuges.
- Refers people to others for assistance.
- Ensures security of refuge.

6601-99 CHILD CARE, REFUGE AND RELATED WORKERS NEC

This residual grouping covers Child Care, Refuge and Related Workers not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 1-6 months.

SPECIALISATIONS**Governess**

Supervises children in educational activities as an employee in a private household.

Nanny

Minds children as an employee in a private household.

Special Teaching Assistant

Cares for disabled children in special schools.

6603-11 ENROLLED NURSE

Assists registered nurses in hospitals, nursing homes and other health care institutions in the provision of patient care.

SKILL LEVEL

Education: 1-2 year certificate.

Registration/Licensing: May be required.

TASKS Include:

- Takes patients pulse and temperature and records their fluid intake and output.
- Assists in bathing and dressing patients.
- Assists patients in rehabilitation exercises and programs.
- Cares for babies and children.
- Assists in washing, feeding and caring for babies in infant and childcare homes.
- Provides for the comfort of patients by assisting in the prevention of pressure sores.
- May feed patients.

SPECIALISATIONS**Mothercraft Nurse**

Cares for mothers, infants and young children.

Advises parents on feeding, healthcare and hygiene.

Arranges referrals to professional health workers, maintains case records and prepares reports for doctors or other health professionals.

Motherhood Nurse Nurses' Aide**RELATED OCCUPATIONS**

Unit Group 3401 Registered Nurses

6603-91 STUDENT ENROLLED NURSE

Under direction performs routine tasks in caring for patients, and receives instruction and training in the skills of Enrolled Nurses.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Undertakes theoretical studies and progressively performs tasks described in the occupation Enrolled Nurse, according to a training schedule.

6605-11 DENTAL NURSE

Prepares patients for dental examinations and assists dentists in providing treatment.

SKILL LEVEL

Education: 1 year certificate.

On-the-Job Training: 2 years.

TASKS Include:

- Receives and prepares patients.
- Arranges and hands instruments and medication to dentists.
- Prepares dental materials.

- Pours, traces and mounts plaster models for dental impressions.
- Takes, processes and mounts x-rays.
- Uses suction devices and water sprays.
- Performs routine maintenance on equipment.
- May advise patients on dental health education and post-operative procedures.
- May act as receptionist.
- May perform billing and other clerical tasks.

SPECIALISATION**Dental Assistant****6607-11 HOME COMPANION****Home Helper**

Provides emotional support, care, solace and companionship for sick or aged people in their homes.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Accompanies employers during daily activities.
- May assist patients to move about.
- May prepare or present food.
- May arrange social activities.
- May perform housekeeping tasks.
- May assist employers in personal hygiene and dressing.
- May do shopping and run errands.

6607-13 FAMILY AIDE**Family Support Worker**

Assists the work of social workers and welfare officers by providing services and support to families disrupted by illness or welfare problems.

SKILL LEVEL

On-the-Job Training: 6 months.

TASKS Include:

- Visits families requiring assistance to determine their needs.
- Provides advice and liaison with welfare agencies.
- Arranges contact with financial support organisations.
- Provides emotional support and companionship.
- May assist in the preparation of meals and undertake other housekeeping tasks.

- May care for children.

RELATED OCCUPATIONS

Unit Group 2601 Social Workers
Occupation 3901-15 Welfare Officer

6609-01 SUPERVISOR, TRAVEL STEWARDS

Supervises and co-ordinates the activities of workers engaged in attending to the comfort and safety of passengers.

SKILL LEVEL

Previous Experience: 1 year as a travel steward.

On-the-Job Training: 3 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATIONS

Aircraft Purser
Chief Marine Steward
Senior Flight Attendant
Senior Railway Steward

6609-11 FLIGHT ATTENDANT

Attends to the safety and comfort of aircraft passengers as aircraft cabin crew.

SKILL LEVEL

On-the-Job Training: 3 months.

TASKS Include:

- Conducts pre-flight cabin safety checks.
- Tidies aircraft cabins, and receives and stows food and equipment.
- Conducts pre-flight demonstrations of aircraft safety equipment and procedures and ensures safe stowage of cabin baggage.
- Carries out emergency procedures and assists and directs passengers in emergencies.
- Directs passengers to seats and assists with their hand luggage.
- Monitors passenger seating and behaviour.
- Provides first aid treatment and assists passengers who are sick or nervous.
- Ensures safety belt and smoking regulations are adhered to.
- Distributes reading material, pillows, blankets and other materials for the comfort of passengers.
- Serves refreshments and meals.
- May provide information about ground transport.

6609-13 MARINE STEWARD

Provides cabin, bar and dining services to passengers and crew on ships.

SKILL LEVEL

Previous Experience: 2-3 years as a waiter or waitress.

On-the-Job Training: 4-6 weeks.

TASKS Include:

- Cleans ships' cabins, lounges, alleyways and other public areas.
- Directs passengers to cabins and assists them with their luggage.
- Provides room service for passengers and crew.
- Supplies linen and towels, and makes passengers' beds.
- Assists in the preparation and serving of meals and drinks.
- Checks and replenishes pantry supplies.
- Assists in emergency drills.
- Answers queries and delivers messages.
- May assist with the loading of stores.

6609-15 RAILWAY STEWARD

Attends to the comfort and needs of railway passengers.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Checks passengers' tickets and directs them to cabins.
- Prepares cabin beds and supplies soap and towels.
- Assists with the loading and unloading of passengers' luggage.
- Assists in the preparation of food and serves meals and beverages.
- May provide blankets or pillows, and assist passengers.
- May wake passengers.

SPECIALISATION

Railway Conductor (Sleeping Car)

6699-11 FUNERAL DIRECTOR

Undertaker
Mortician

Arranges and conducts funerals.

SKILL LEVEL

On-the-Job Training: 1 year.

Previous Experience: 3-5 years as a funeral attendant.

Registration/Licensing: May be required.

TASKS Include:

- Co-ordinates and supervises funeral workers, and makes funeral arrangements.
- Interviews families to advise on funeral arrangements, including selection of coffins, type of service and publication of press notices.
- Advises on costs and welfare provisions.
- Collects bodies from morgues or from transport organisations.
- Ensures death certificates have been issued, burial and cremation certificates processed and other legal requirements are met.
- Prepares bodies for viewing and burial, by washing, draining body fluids, sewing lips and incisions, applying padding and cosmetics, dressing bodies and placing them in coffins.
- Liaises with clergy, and cemetery and crematorium officers.
- Co-ordinates the movement of coffins and funeral cars, arranges floral displays and collects attendance and tribute cards.
- May arrange the construction of memorials or the disposal of ashes.

SPECIALISATION

Embalmer

6699-13 TOURIST GUIDE

Escorts tourists on sightseeing, educational or other tours, and describes points of interest.

SKILL LEVEL

On-the-Job Training: 1-3 months.

TASKS Include:

- Meets passengers and escorts them through buildings, exhibitions or other sightseeing venues.
- Collects fares and issues or collects tickets.
- Provides commentaries.
- Arranges entry to places of interest such as museums, other buildings and nature reserves.
- Answers questions and issues brochures and literature.
- Reports complaints to agencies.
- May plan or rearrange schedules and itineraries.
- May liaise with hotels and travel agencies.
- May arrange accommodation or bookings.
- May drive vehicles or boats.

- May operate film or slide projectors.

SPECIALISATION

Tour Leader

Escorts groups on tour.

RELATED OCCUPATION

Occupation 7101-11 specialisation, Coach Captain

6699-15 BEAUTY THERAPIST

Provides facials, facial therapies and skin-care treatments.

SKILL LEVEL

Education: 6 month certificate.

Previous Experience: 6 months as a sales assistant.

TASKS Include:

- Selects treatments in consultation with clients.
- Cleans skin with water, creams or lotions.
- Uses appliances, lamps and cosmetic masks to treat skin and body.
- Applies make-up, creams and lotions.
- Gives facial massages.
- Tints and bleaches facial and body hair.
- Maintains client records.
- May sell cosmetic materials and appliances.
- May pluck eyebrows and apply false eyelashes.
- May advise clients on further treatment, exercise programs or nutrition.
- May receive bookings and arrange appointments for clients.

SPECIALISATIONS

Beautician

Provides facial beauty treatments and health care.

Hair Remover

Applies electric currents or creams and chemicals to remove unwanted hair.

Manicurist

6699-17 MASSEUR/MASSEUSE

Massages clients and administers body treatments for beauty or fitness purposes.

SKILL LEVEL

Education: 3 month certificate.

TASKS Include:

- Massages bodies by hand or using brushes, vibrators or other equipment.
- Strokes, kneads and rubs skin and muscles of clients.
- Rubs alcohol onto skin or applies oils to lubricate body.
- Administers steam, dry heat or water treatments.
- Applies infra-red or ultra-violet rays.
- Cleans equipment and massage areas.
- Maintains records of treatments, appointments and payments.

**6699-99 PERSONAL SERVICE WORKERS
NEC**

This residual grouping covers Personal Service Workers not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 1-12 months.

SPECIALISATIONS**Butler**

Supervises household staff, provides personal services, receives telephone calls and announces guests.

Croupier

Collects and pays money or chips at gaming tables, calls games and deals cards in gambling casinos.

Escort

Accompanies clients to meals, places of entertainment or other outings.

Marriage Celebrant

Conducts civil marriage ceremonies and maintains clerical records.

Prostitute

Provides sexual services to clients.

Tattooist

Tattoos skin by piercing skin with electric needles to insert coloured pigments and create designs.

MAJOR GROUP 7

PLANT AND MACHINE OPERATORS, AND DRIVERS

- 71 Road and Rail Transport Drivers**
- 72 Mobile Plant Operators (except Transport)**
- 73 Stationary Plant Operators**
- 74 Machine Operators**



MAJOR GROUP 7**PLANT AND MACHINE OPERATORS, AND DRIVERS****7 PLANT AND MACHINE OPERATORS, AND DRIVERS****71 ROAD AND RAIL TRANSPORT DRIVERS****7101 BUS AND TRAM DRIVERS**

7101-11 Bus Driver

7101-13 Tram Driver

7103 AUTOMOBILE DRIVERS

7103-11 Automobile Driver

7105 TRUCK DRIVERS

7105-11 Delivery Driver

7105-13 Heavy Truck Driver

7105-15 Furniture Removalist-Driver

7107 LOCOMOTIVE DRIVERS

7107-01 Supervisor, Locomotive Drivers

7107-11 Locomotive Driver

7107-91 Trainee Locomotive Driver

72 MOBILE PLANT OPERATORS (EXCEPT TRANSPORT)**7201 EXCAVATING AND EARTHMOVING PLANT OPERATORS**

7201-01 Supervisor, Excavating and Earthmoving Plant Operators

7201-11 Bulldozer Operator

7201-13 Scraper Operator (Earthmoving)

7201-15 Back-hoe Operator

7201-17 Trench-digging Machine Operator

7201-19 Loader Operator (Earthmoving)

7201-21 Open Cut Mining Plant Operator

7201-23 Underground Plant Operator

7201-25 Dredge Operator

7201-27 Grader Operator

7201-29 Excavator Operator

7201-91 Trainee Excavating and Earthmoving Plant Operator

7203 FORKLIFT AND RELATED DRIVERS

7203-11 Forklift Driver

7203-13 Straddle Carrier Operator

7205 LOGGING PLANT OPERATORS

7205-11 Logging Plant Operator

7207 PAVING AND SURFACING PLANT OPERATORS

7207-01 Supervisor, Paving and Surfacing Plant Operators

7207-11 Paving Plant Operator

7207-13 Road Roller Operator

7209 AGRICULTURAL PLANT OPERATORS

7209-11 Farm Machinery Operator

7209-13 Amenity Horticulture Machine Operator

7211 FIRE FIGHTERS

7211-01 Supervisor, Fire Fighters

7211-11 Fire Fighter

7299 OTHER MOBILE PLANT OPERATORS (EXCEPT TRANSPORT)

7299-11 Railway Track Repair Machine Operator

7299-99 Mobile Plant Operators nec

73 STATIONARY PLANT OPERATORS**7301 POWER GENERATION PLANT OPERATORS**

7301-01 Supervisor, Power Generation Plant Operators

7301-11 Power Generation Plant Operator

7303 ENGINE AND BOILER OPERATORS (EXCEPT POWER GENERATION)

7303-11 Stationary Engine and Boiler Operator

7303-13 Marine Engine and Boiler Operator

7305 CHEMICAL PLANT OPERATORS

7305-01 Supervisor, Chemical Plant Operators

7305-11 Chemical Plant Operator

7305-91 Trainee Chemical Plant Operator

7307 PETROLEUM AND GAS PLANT OPERATORS

7307-01 Supervisor, Petroleum and Gas Plant Operators

7307-11 Petroleum and Gas Refining and Pumping Operator

7307-13 Oil and Gas Well Treatment Operator

7307-15 Oil, Gas and Pipe Tester

7309 BULK MATERIALS HANDLING PLANT OPERATORS

7309-01 Supervisor, Bulk Materials Handling Plant Operators

7309-11 Bulk Materials Handling Plant Operator

PLANT AND MACHINE OPERATORS, AND DRIVERS

MAJOR GROUP 7

7311 CRANE OPERATORS

- 7311-01 Supervisor, Crane Operators
- 7311-11 Crane Operator

7313 HOIST, WINCH AND LIFT OPERATORS

- 7313-01 Supervisor, Hoist, Winch and Lift Operators
- 7313-11 Hoist, Winch and Lift Operator

7315 FURNACE AND KILN OPERATORS

- 7315-01 Supervisor, Furnace and Kiln Operators
- 7315-11 Metals Furnace Operator
- 7315-13 Heat Treatment Furnace Operator
- 7315-15 Kiln Operator
- 7315-17 Incinerator Plant Operator

7317 DRILLING PLANT OPERATORS

- 7317-01 Supervisor, Drilling Plant Operators
- 7317-11 Drilling Plant Operator

7399 OTHER STATIONARY PLANT OPERATORS

- 7399-01 Supervisor, Other Stationary Plant Operators
- 7399-11 Mineral Ore Treating Plant Operator
- 7399-13 Metal Rolling Mill Operator
- 7399-15 Paper Pulp Preparation Plant Operator
- 7399-17 Wood Chipping and Particleboard Plant Operator
- 7399-19 Railway Switching and Signalling Operator
- 7399-21 Timber Treatment Plant Operator
- 7399-23 Concrete Pump Operator
- 7399-25 Insulation Maker
- 7399-27 Cement Production Plant Operator
- 7399-29 Water Supply and Treatment Plant Operator
- 7399-31 Electrolytic Cell Operator
- 7399-33 Carbon Plant Worker
- 7399-35 Concrete Batching Plant Operator
- 7399-99 Stationary Plant Operators nec

74 MACHINE OPERATORS

7401 BASIC METAL PRODUCTS MACHINE OPERATORS

- 7401-01 Supervisor, Basic Metal Products Machine Operators
- 7401-11 Machine Moulder
- 7401-13 Casting Machine and Ladle Operator
- 7401-15 Wire Drawing Machine Operator
- 7401-17 Metal Extrusion Press Operator

7403 METAL PRESS OPERATORS

- 7403-11 Metal Press Operator

7405 OTHER METAL PRODUCTS MACHINE OPERATORS

- 7405-11 Other Metal Products Machine Operators

7407 PLASTICS PRODUCTION MACHINE OPERATORS

- 7407-01 Supervisor, Plastics Production Machine Operators
- 7407-11 Plastics Production Machine Setter
- 7407-13 Plastics Extruding Machine Operator
- 7407-15 Plastics Moulding Machine Operator
- 7407-17 Cellular Plastics Machine Operator
- 7407-19 Plastics Sheet Press Operator
- 7407-21 Plastics Blending Machine Operator
- 7407-23 Gun Hand (Plastics)
- 7407-25 Sheathing Extruder

7409 RUBBER PRODUCTION MACHINE OPERATORS

- 7409-01 Supervisor, Rubber Production Machine Operators
- 7409-11 Tyre Production Machine Operator
- 7409-99 Rubber Production Machine Operators nec

7411 CHEMICAL PRODUCTION MACHINE OPERATORS

- 7411-01 Supervisor, Chemical Production Machine Operators
- 7411-11 Pharmaceuticals and Toiletries Production Machine Operator
- 7411-13 Explosives Production Machine Operator
- 7411-99 Chemical Production Machine Operators nec

7413 WOOD PROCESSING MACHINE OPERATORS

- 7413-01 Supervisor, Wood Processing Machine Operators
- 7413-11 Head Sawyer
- 7413-13 Resawyer
- 7413-15 Dockerman/woman
- 7413-17 Timber Stock Cutter
- 7413-19 Veneer Production Machine Operator
- 7413-21 Plywood Production Machine Operator
- 7413-23 Wood Laminating Press Operator
- 7413-99 Wood Processing Machine Operators nec

MAJOR GROUP 7**PLANT AND MACHINE OPERATORS, AND DRIVERS****7415 PAPER AND PAPER PRODUCTS MACHINE OPERATORS**

- 7415-01 Supervisor, Paper and Paper Products Machine Operators
- 7415-11 Wet End Papermaking Machine Operator
- 7415-13 Dry End Papermaking Machine Operator
- 7415-15 Paper Products Machine Operator

7417 GLASS PRODUCTION MACHINE OPERATORS

- 7417-01 Supervisor, Glass Production Machine Operators
- 7417-11 Glass Production Machine Operator

7419 CLAY AND STONE PROCESSING MACHINE OPERATORS

- 7419-01 Supervisor, Clay and Stone Processing Machine Operators
- 7419-11 Concrete Products Machine Operator
- 7419-13 Clay Products Machine Operator
- 7419-15 Stone Processing Machine Operator
- 7419-17 Porcelain Turner
- 7419-19 Plasterboard Maker
- 7419-21 Fibre-Cement Machine Operator
- 7419-99 Clay and Stone Processing Machine Operators nec

7421 YARN PRODUCTION MACHINE OPERATORS

- 7421-01 Supervisor, Yarn Production Machine Operators
- 7421-11 Yarn Carding and Spinning Machine Operator
- 7421-13 Cotton Ginner
- 7421-15 Wool Scouring Operator

7423 HIDE AND SKIN PROCESSING MACHINE OPERATORS

- 7423-01 Supervisor, Hide and Skin Processing Machine Operators
- 7423-11 Hide and Skin Processing Machine Operator

7425 FABRIC PRODUCTION MACHINE OPERATORS

- 7425-01 Supervisor, Fabric Production Machine Operators
- 7425-11 Warp Machine Operator
- 7425-13 Weaver
- 7425-15 Textile Knitting Machine Operator
- 7425-17 Textile Dyeing and Finishing Machine Operator
- 7425-19 Rope and Cord Making Machine Operator
- 7425-21 Textile Products Mender
- 7425-99 Fabric Production Machine Operators nec

7427 TEXTILE SEWING MACHINISTS

- 7427-01 Supervisor, Textile Sewing Machinists
- 7427-11 Textile Sewing Machinist (Single Needle)
- 7427-13 Textile Sewing Machinist (Multi Needle)

7429 SHOEMAKING MACHINE OPERATORS

- 7429-11 Shoemaking Machine Operator

7431 FOOD PROCESSING MACHINE OPERATORS

- 7431-01 Supervisor, Food Processing Machine Operators
- 7431-11 Grain and Cereal Processing Machine Operator
- 7431-13 Sugar Processing Machine Operator
- 7431-15 Soft Drink and Syrup Making Machine Operator (except Dairy)
- 7431-17 Alcoholic Beverage Machine Operator
- 7431-19 Meat and Fish Processing Machine Operator
- 7431-21 Milk Treatment Machine Operator
- 7431-23 Margarine Maker
- 7431-25 Ice-Cream Maker
- 7431-27 Food Factory Cook
- 7431-99 Food Processing Machine Operators nec

7433 PACKAGING MACHINE OPERATORS

- 7433-01 Supervisor, Packaging Machine Operators
- 7433-11 Liquids Filler
- 7433-99 Packaging Machine Operators nec

7435 PHOTOGRAPHIC PRODUCTS MACHINE OPERATORS

- 7435-01 Supervisor, Photographic Products Machine Operators
- 7435-11 Photographic Developer and Printer
- 7435-13 Photographic Film Manufacturing Operator

7499 OTHER MACHINE OPERATORS

- 7499-01 Supervisor, Other Machine Operators
- 7499-11 Tobacco Technical Operator
- 7499-13 Tobacco Machine Attendant
- 7499-15 Dry Cleaning Machine Operator
- 7499-17 Laundry Machine Operator
- 7499-19 Military Weapons Operator
- 7499-21 Printing Bindery Assistant
- 7499-23 Printing Table Hand
- 7499-99 Machine Operators nec

7101-11 BUS DRIVER

Operates buses to transport passengers over established or special routes.

SKILL LEVEL

On-the-Job Training: 1-3 months.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Starts, manoeuvres, drives and stops vehicles.
- Controls lighting, heating and ventilation for the comfort of passengers.
- Opens and shuts doors before and after passengers board or alight.
- May take money for fares and give change and tickets.
- May use public address systems and give information to passengers.
- May maintain, service and clean coaches.
- May perform public relations activities such as assisting coach passengers with accommodation bookings.
- May assist passengers with baggage.

SPECIALISATION

Coach Captain

7101-13 TRAM DRIVER

Operates trams to transport passengers on urban tramway systems.

SKILL LEVEL

On-the-Job Training: 2 weeks.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Drives trams to and from depots.
- Operates trams by manipulating pedals and levers to control power and brakes.
- Stops at tram stops to allow passengers to board and alight.
- Changes controls and power supply poles to enable trams to be driven in opposite direction.
- May open and shut doors before and after passengers board or alight.

7103-11 AUTOMOBILE DRIVER

Drives automobiles to transport passengers.

SKILL LEVEL

On-the-Job Training: 1-4 weeks.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Starts, manoeuvres and stops vehicles.
- Picks up passengers at designated locations or when hailed.
- Transports passengers to desired destinations.
- Collects and distributes parcels and other mail.
- Assists passengers with handling of luggage.
- Services and cleans vehicles.
- Arranges vehicle repair and maintenance.
- May park customers' vehicles and retrieve them.
- May follow directions of radio control centres and report location and availability.
- May set fares using taximeters or by negotiation with passengers.
- May collect money and give change.

SPECIALISATIONS

Chauffeur

Hire Car Driver

Taxi Driver

7105-11 DELIVERY DRIVER

Van Driver

Drives motor vehicles to deliver goods and materials or to act as messengers or couriers.

SKILL LEVEL

On-the-Job Training: 1-12 weeks.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Manoeuvres vehicles into position for loading or unloading.
- Assists with loading or unloading operations to ensure goods are correctly stowed.
- Verifies loading documents.
- Starts, drives and manoeuvres vehicles to destinations.
- Arranges, or performs, unloading and obtains certification for deliveries.
- Reports vehicle maintenance needs.
- May receive payments for deliveries or arrange accounts.
- May operate over pre-determined routes.
- May deliver vehicles.
- May hand deliver goods.

SPECIALISATIONS

Courier Driver
Taxi Truck Driver

7105-13 HEAVY TRUCK DRIVER

Operates heavy trucks, requiring specially endorsed licences, to transport goods and materials.

SKILL LEVEL

On-the-Job Training: 1-3 months.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Manoeuvres vehicles into position for loading or unloading.
- Assists with or carries out loading or unloading operations.
- Ensures goods are correctly stowed and covered, arranging articles to form compact loads, and using padding, ropes, chains, straps and tarpaulins to secure loads and prevent damage and breakage.
- Verifies loading documents at pick up points, obtains certification of deliveries and checks condition of goods.
- Starts, drives and manoeuvres vehicles to destinations.
- Reports vehicle maintenance needs.
- Maintains logbooks detailing vehicle movements.
- May operate single-articulated vehicles such as semi-trailers or double-articulated vehicles such as road trains.
- May transport dangerous goods such as explosives or petroleum goods.
- May transport goods requiring special knowledge and experience, such as livestock.
- May perform specialist operations such as vehicle towing.
- May use auxiliary equipment such as trolleys, jacks, winches and lifting devices to load and unload trucks.

SPECIALISATIONS

Concrete Mixer Driver
Haul Truck Driver
Log Hauler
Road Train Driver
Semi Trailer Driver
Stock Transport Driver
Tanker Driver
Tow Truck Driver

7105-15 FURNITURE REMOVALIST-DRIVER

Drives trucks and moves household and office furniture and equipment between homes, offices and storage establishments.

SKILL LEVEL

On-the-Job Training: 3 months.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Drives removal trucks or vans to collect items to be moved.
- Packs small items into cartons or tea chests.
- Wraps breakable items and places padding in cartons to provide cushioning between items.
- Seals containers.
- Carries articles to vehicles, using special trolleys to handle items such as refrigerators, pianos, safes and photocopiers.
- Arranges articles in vans to form compact loads, loading heavy items first and using padding, ropes and straps to secure loads and prevent damage and breakage.
- Drives vehicles to destinations for deliveries.
- Checks items against inventories as goods are unloaded, noting damage.
- May collect payments and issue receipts.
- May load goods into and out of storage.

RELATED OCCUPATIONS

Unit Group 8909 Freight and Furniture Handlers

7107-01 SUPERVISOR, LOCOMOTIVE DRIVERS

Supervises and co-ordinates the activities of workers engaged in driving locomotives.

SKILL LEVEL

Previous Experience: 10 years as locomotive driver.

On-the-Job Training: 1 month.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Co-ordinates the movement and maintenance of locomotives.
- Liaises with Railway Station Masters/Mistresses and Supply and Distribution Managers to co-ordinate operations.

7107-11 LOCOMOTIVE DRIVER
Locomotive Engineman/woman

Operates railway engines or self propelled rolling stock units on railway systems.

SKILL LEVEL

Previous Experience: 3-5 years as a trainee locomotive driver.

TASKS Include:

- Checks locomotives and despatch orders and ensures that safety regulations are observed.
- Consults with train crews to check times and ensure adherence to timetables.
- Starts and stops locomotive engines, and drives locomotives.
- Observes signal directions and track conditions, and conforms to prescribed vehicle speeds and methods of operation.
- Stops at stations to pick up or set down passengers or freight.
- Reports mechanical irregularities of engines and rolling stock.
- Monitors indicator gauges of engines.
- May drive locomotives while shunting rolling stock in marshalling yards.
- May operate points when shunting.
- May refuel locomotives.

SPECIALISATIONS**Underground Locomotive Driver**

Operates locomotives in underground mines.

Rail Car Driver**Train Driver****7107-91 TRAINEE LOCOMOTIVE DRIVER**

Under direction performs routine railway engine driving tasks, and receives instruction and training in locomotive driving.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Undertakes theoretical studies and progressively performs the tasks of Locomotive Driver, according to a training schedule.

SPECIALISATIONS**Assistant Locomotive Driver****Locomotive Observer****Railway Fireman/woman****7201-01 SUPERVISOR, EXCAVATING AND EARTHMOVING PLANT OPERATORS**

Supervises and co-ordinates the activities of workers engaged in earthmoving, digging, loading and levelling operations.

SKILL LEVEL

Previous Experience: 5-7 years as an excavating and earthmoving plant operator.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATIONS**Dragline Supervisor****Pit Supervisor****Shift Boss (Mining)****7201-11 BULLDOZER OPERATOR**

Operates bulldozers using blades and other attachments to gouge out, level and move materials in construction, forestry, mining and other projects.

SKILL LEVEL

On-the-Job Training: 12-18 months.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Connects hydraulic hoses, belts, mechanical linkages or other equipment to bulldozers.
- Operates equipment by raising, lowering or tilting blades and manoeuvring bulldozers.
- Drives bulldozers in successive passes to raise or lower terrain according to specifications, by moving or pushing soil, rock, trees or other materials.
- Operates special attachments such as winches, scrub clearers or loading scoops.
- Carries out basic maintenance, adjustments and repairs to equipment.

7201-13 SCRAPER OPERATOR (EARTHMOVING)

Operates scrapers to pick up, haul, deposit and level earth on construction sites such as road beds, reservoirs and airport runways.

SKILL LEVEL

On-the-Job Training: 6-12 months.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Drives machines to scrape surfaces to specified depth and collect earth into buckets.
- Controls depth of scraper blades and raises and closes buckets.
- Drives scrapers to areas where earth is to be dumped or spread.

- Follows guidance of surveyors' pegs.
- Services and makes minor repairs to plant.

7201-15 BACK-HOE OPERATOR

Operates back-hoes and attachments to excavate, break, drill, level and compact earth, rock and other material.

SKILL LEVEL

On-the-Job Training: 3-6 months.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Examines plans or obtains instructions from supervisors.
- Activates attachments and raises or lowers outriggers, blades or buckets.
- Breaks up paving, rock and similar material by operating pneumatic drills.
- Back-fills excavations with rock and earth using front-end loader buckets to push, scrape-up and dump material.
- Services and makes minor adjustments and repairs to equipment.
- Selects and changes attachments such as different buckets.
- May drive machines to and from work sites.

7201-17 TRENCH-DIGGING MACHINE OPERATOR

Digs trenches by operating machines consisting of endless chains or wheels of buckets mounted on tractor chassis.

SKILL LEVEL

On-the-Job Training: 1-3 months.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Manoeuvres tractors and operates bucket chains or wheels to excavate trenches for sewers, water drainage, pipelines and cables along surveyed trench lines.
- Operates conveyor belts to discharge material to sides of trenches.
- Services and makes minor adjustments and repairs to machines.

7201-19 LOADER OPERATOR (EARTHMOVING)

Operates motorised pneumatic tyre or crawler-tread loaders to move or load soil, rock or other material.

SKILL LEVEL

On-the-Job Training: 3-6 months.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Manoeuvres machines to force buckets into material to be lifted and tip contents into trucks, railroad cars or on to conveyers or stockpiles.
- Hoists and moves heavy objects such as pipe sections or timber using wire cables attached to buckets.
- Observes surveyors' pegs and other markers while excavating or backfilling materials to maintain specified levels or size and depth of excavations.
- Services and makes minor adjustments and repairs to machines.
- May drive machines to and from work sites.

SPECIALISATIONS

Bobcat Operator

Front-end Loader Operator

7201-21 OPEN CUT MINING PLANT OPERATOR

Operates equipment to excavate and load coal, ore and rock in open cut mine workings.

SKILL LEVEL

Previous Experience: 1-4 years as a trainee excavating and earthmoving plant operator.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Starts and stops equipment, and monitors its performance.
- Maintains fuel or power supplies to equipment.
- Reports equipment malfunctions.
- Communicates with other operators to co-ordinate mining operations.
- Completes log sheets detailing operations during shifts.
- May operate equipment by using electronic controls, sensors and television monitors.
- May direct labourers, greasers and other workers in pit crews.
- May lubricate and clean equipment.

SPECIALISATIONS

Bucketwheel Excavator Operator

Dragline Operator

Mining Shovel Operator

7201-23 UNDERGROUND PLANT OPERATOR

Operates underground equipment to excavate, load and transport ore and rock.

SKILL LEVEL

On-the-Job Training: 3-4 months.

Registration/Licensing: Licences may be required.

TASKS Include:

- Starts, stops and controls mining equipment.
- Monitors the performance of equipment.
- Checks and maintains fuel or power supplies.
- Reports equipment malfunctions.
- Directs other members of mining crews performing manual operations such as protecting power cables from damage by equipment.
- Communicates with other operators to co-ordinate earthmoving operations.
- May lubricate and clean equipment.

SPECIALISATIONS**Continuous Mining Machine Operator****Longwall Miner Operator**

Operates continuous cutting machines to excavate coal.

Development Machine Miner

Operates equipment to excavate service workings and mine narrow veins of ore inaccessible to larger machinery.

Mechanical Bagger Operator

Operates mobile equipment to pick up coal, ore or rock and load it into cars or chutes, or on to conveyors.

Underground Truck Operator

Operates underground trucks or cars to transfer coal, ore or rock from mining machines to ore chutes or conveyors.

7201-25 DREDGE OPERATOR

Operates dredges to deepen harbours and waterways, reclaim earthfill, or to excavate or mine.

SKILL LEVEL

On-the-Job Training: 1-3 years.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Positions dredges according to blueprints, maps and verbal instructions.
- Operates winches to adjust anchor cables and to raise and lower anchor poles.
- Controls dredging equipment such as dippers, clamshells, endless-bucket chains or suction pipes to excavate and deposit material.
- Verifies depth of excavations.

7201-27 GRADER OPERATOR

Operates graders to spread and level materials in construction projects.

SKILL LEVEL

On-the-Job Training: 1-2 years.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Starts, stops and controls graders.
- Makes successive passes over working areas, observing surveyors' pegs or hand signals of other workers, to level surface soil, gravel, stone or other material.
- Excavates ditches by tipping blades on angles and driving graders parallel to ditches.
- Breaks up old paving or road beds with attachments such as scarifiers.
- Services and makes minor adjustments and repairs to machines.

7201-29 EXCAVATOR OPERATOR

Operates heavy excavation equipment to excavate, move and load earth, rock or rubble.

SKILL LEVEL

On-the-Job Training: 3-6 months.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Loads and unloads plant from floats and manoeuvres plant around work sites.
- Controls plant during excavating operations.
- Communicates with other workers such as truck drivers to co-ordinate activities.
- Works from drawings and markers under the direction of supervisors and engineers.
- Selects and changes excavator attachments such as shovel blades, buckets, pile drivers and rock breaking hammers.
- Starts up and adjusts compressor units or connects hydraulic hoses.
- Services equipment by cleaning, lubricating and refuelling it, and adjusting clutches, brakes, belts and cables.
- Replaces cutting edges, teeth, sheer pins, blades, cables and bolts.

SPECIALISATION**Hydraulic Rockbreaker Operator**

7201-91 TRAINEE EXCAVATING AND EARTHMOVING PLANT OPERATOR

Under direction performs routine tasks in operating excavating and earthmoving plant, and receives instruction and training in excavating and earthmoving plant operation.

SKILL LEVEL

Education: Employers may set entry requirements.

TASKS Include:

- Assists plant operators, while learning the tasks of excavating and earthmoving plant operation.

SPECIALISATIONS

Dragline Oiler
Shovel Greaser
Shovel Oiler

7203-11 FORKLIFT DRIVER

Operates forklifts to move containers, crates, palletised goods, cartons and bales.

SKILL LEVEL

On-the-Job Training: 1-3 months.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Operates controls to align forklifts and raise or lower forks to stack and unstack articles in warehouses, factories, timber yards or shipping terminals.
- Positions loads against heels of forks to maintain stability of loads.
- Drives loaded forklifts.
- Services and makes minor repairs and adjustments to forklifts.
- May record daily operating details.
- May operate forklifts which run on rails or use electronic guidance systems to control movements in narrow aisles.
- May operate forklifts with special features, such as reach mechanisms, pivoting masts or turrets or work platforms used for order picking.

SPECIALISATIONS

Reach Truck Driver
Turret Truck Driver

7203-13 STRADDLE CARRIER OPERATOR

Operates specialised trucks to carry materials or containers beneath elevated frames.

SKILL LEVEL

On-the-Job Training: 3-4 months.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Drives trucks astride objects to be carried such as timber or shipping containers.
- Verifies loading documents.
- Moves levers to grasp loads, raise them and drive to delivery points.
- Positions trucks and lowers loads.
- Stacks shipping containers.
- Maintains machinery or reports vehicle maintenance needs.
- May obtain certification for deliveries.

7205-11 LOGGING PLANT OPERATOR

Operates machines to fell trees and process them into logs and to drag, transport and load logs onto trucks.

SKILL LEVEL

Previous Experience: 1 year as a logging worker.

On-the-Job Training: 3-6 months.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Positions machinery, blades, crane booms, grappling and other equipment.
- Operates machinery to hold, sever and lift trees.
- Operates attachments to lift, swing, release or sort trees or logs for size.
- Feeds felled trees into processors for delimbing and cutting into logs.
- Transports logs to roadside loading areas and pushes logs into bunches.
- Loads logs onto stock piles or into trucks.
- Harvests marked trees.
- Keeps log tallies and writes work reports.
- Services machinery and makes minor repairs.

SPECIALISATIONS

Forwarder Operator
Skidder Operator
Tree Feller Operator

RELATED OCCUPATIONS

Unit Group 8203 Forestry Labourers.

7207-01 SUPERVISOR, PAVING AND SURFACING PLANT OPERATORS

Supervises and co-ordinates the activities of workers engaged in paving and surfacing plant operation.

SKILL LEVEL

Previous Experience: 5-7 years as a paving and surfacing plant operator.

Registration/Licensing: Licences may be required.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Co-ordinates the delivery of materials such as gravel and concrete to sites.

7207-11 PAVING PLANT OPERATOR

Operates machines to spread and level hot bituminous paving materials or lay concrete on areas such as highways, streets and parking areas.

SKILL LEVEL

On-the-Job Training: 3-6 months.

Registration/Licensing: Licences may be required.

TASKS Include:

- Adjusts screeds to paving widths.
- Operates machine controls to advance spreaders.
- Drives machines, observes distribution of paving material and operates controls to maintain thickness of paving.
- Signals truck drivers to position vehicles for dumping loads.
- Cleans, services and maintains machines.
- May regulate temperature of material flowing from hoppers.

7207-13 ROAD ROLLER OPERATOR

Compactor Operator

Operates power-driven rollers to prepare surfaces for roads, runways and parking areas.

SKILL LEVEL

On-the-Job Training: 1-3 months.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Drives machines in successive overlapping passes to compact and smooth material such as rock, gravel, earth and asphalt.
- May operate rollers equipped with special attachments used to roughen or tear up surfaces.

- May operate rollers with tamping actions to achieve high level of compaction.

- May release water over rollers to prevent asphalt from sticking and to produce smooth asphalt.

7209-11 FARM MACHINERY OPERATOR

Operates tractor-drawn or self-propelled machinery to clear and cultivate land and sow and harvest plants.

SKILL LEVEL

On-the-Job Training: 1-6 months.

TASKS Include:

- Attaches instruments or equipment to tractors.
- Operates controls of tractor-drawn or self-propelled machinery to plough land and fertilise, plant, cultivate, spray and harvest crops.
- Adjusts the speed, height or depth of implements.
- Services machinery and makes minor adjustments and repairs.
- May load, unload and deliver grain.

SPECIALISATIONS

Cotton Picking Machine Operator
Farm Tractor Driver
Harvester Operator

7209-13 AMENITY HORTICULTURE MACHINERY OPERATOR

Operates machinery in amenity horticultural activities such as digging, cultivating, spreading and planting.

SKILL LEVEL

On-the-Job Training: 1-3 months.

Registration/Licensing: Licences may be required.

TASKS Include:

- Drives or transports machines to work sites.
- Loads and operates machinery.
- Checks safety conditions and avoids damage to plants.
- Performs gardening tasks with specialised machinery.
- Services and maintains machinery.

SPECIALISATIONS

Auto Scythe Operator
Rotary Hoe Operator

7211-01 SUPERVISOR, FIRE FIGHTERS

Supervises and co-ordinates the activities of fire fighters, and participates in fire fighting activities.

SKILL LEVEL

Previous Experience: 5-10 years as a fire fighter.

On-the-Job Training: 3 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Co-ordinates training drills, joint exercises and inspections of buildings to ensure fire prevention standards are maintained.
- Writes or supervises the writing of reports on shift activities.
- May prepare reports on fire calls, listing location, type, probable cause, estimated damage and casualties.
- May supervise salvage operations.

7211-11 FIRE FIGHTER

Controls and extinguishes fires and protects life and property as a member of a fire brigade.

SKILL LEVEL

Education: 3 month certificate.

On-the-Job Training: 3 months to 2 years.

TASKS Include:

- Responds to fire alarms and emergency calls.
- Drives or accompanies fire-fighting appliances or other vehicles to scenes of fire or accident.
- Operates pumps.
- Sprays water, foam or chemicals from hoses, portable extinguishers or other appliances to extinguish fires or to disperse or neutralise dangerous substances such as petroleum and chemicals.
- Rescues people stranded or trapped in dangerous situations or inaccessible places, using ladders or elevating platforms.
- Cuts openings in buildings and crashed vehicles to free occupants.
- Administers first aid and artificial respiration.
- Participates in fire drills, demonstrations and courses in fire-fighting techniques.
- Visits buildings and potential fire hazards to study access points and locations of hydrants.
- Services and maintains equipment and hydrants.
- May co-ordinate training of industrial and volunteer fire-fighters and give instructions in fire-prevention, fire-fighting, rescue, evacuation and use of breathing apparatus.

SPECIALISATIONS**Fire Prevention Officer**

Supervises and co-ordinates fire prevention and fire-fighting activities of industrial, commercial or other establishments.

Fire Engineer (Army)

7299-11 RAILWAY TRACK REPAIR MACHINE OPERATOR

Operates machinery for carrying out maintenance and repairs to railway track.

SKILL LEVEL

On-the-Job Training: 6-12 months.

TASKS Include:

- Operates machinery to clean, spread, level and tamp ballast.
- Operates track aligning machines.
- Operates road-bed scarifier machines, track-cranes, sleeper-injector machines, spike-driving and spike pulling machines.
- Operates hydraulic turntables to change direction and to set machines off tracks on to side rails.
- Services and carries out minor repairs to machinery.

7299-99 MOBILE PLANT OPERATORS NEC

This residual grouping covers Mobile Plant Operators not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 1-3 months.

Registration/Licensing: Licences may be required.

SPECIALISATIONS**Cable Ferry Operator****Military Aircraft Handler****Road Linemarker****Road Sweeper Operator****Recovery Mechanic (Army)****Specialist Vehicles Operator (Army)****7301-01 SUPERVISOR, POWER GENERATION PLANT OPERATORS**

Supervises and co-ordinates the activities of workers engaged in electric power generation, transmission and distribution.

SKILL LEVEL

Previous Experience: 5-10 years as a power generation plant operator.

On-the-Job Training: 1 year.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Determines the number of generators required and notifies generating rooms of pending load changes.
- Determines the operating levels for generating equipment or the details of distribution and transmission requirements.
- Communicates operational requirements and details of operational changes to plant operators.
- Monitors system operations to ensure levels of electricity supply are maintained.
- Maintains records of system operations.
- Inspects equipment to detect malfunctions or deterioration.
- Programs and controls maintenance on generating, transmission and distribution equipment.
- Ensures that equipment is de-energised before maintenance work is begun and that all maintenance workers are clear of equipment before it is re-energised.
- May assume control of equipment in the event of transmission or generation failures.

7301-11 POWER GENERATION PLANT OPERATOR

Operates electric power generating, distribution and transmission equipment.

SKILL LEVEL

Education: 2 year certificate.

On-the-Job Training: 4 years.

TASKS Include:

- Controls the flow of fuel to generating equipment and analyses instrument readings to ensure efficient operation or combustion.
- Controls the distribution of power over feeder circuits between generating station and sub-stations.
- Operates instruments to de-energise lines or equipment and to connect alternative circuits to carry loads of de-energised lines.
- Observes instruments and switchboards to determine synchronisation of generators, turbine load and operating efficiency, and detect line disturbances or verify flow of power.
- Shuts down boilers or turbines to decrease power output.
- Opens and closes power switches to protect safety of crews and to avoid interruptions to service during repairs.
- Compiles records and reports on equipment performance, instrument readings and switching operations.
- Cleans and lubricates components and equipment, and repairs defective equipment.
- May control automated power plant.

SPECIALISATIONS

Hydro-electric Station Operator
Power Generation Turbine Room Operator

7303-11 STATIONARY ENGINE AND BOILER OPERATOR

Operates and maintains stationary engines and associated mechanical equipment.

SKILL LEVEL

Education: 3-6 month certificate.

On-the-Job Training: 2-4 years.

Registration/Licensing: Licences may be required.

TASKS Include:

- Starts equipment, adjusts controls and observes meters, gauges and warning lights to obtain desired operating conditions and output.
- Analyses temperature, pressure, fuel flow and other instrument readings to ensure efficient operation and combustion.
- Observes the operation of equipment to detect or isolate malfunctions and prevent damage.
- Records instrument readings, hours of operation, fuel consumption and power output.
- Reports on equipment performance and serviceability.
- Checks, cleans, lubricates and adjusts equipment.

SPECIALISATIONS

Air-Conditioning Plant Operator

Operates air-conditioning systems by controlling electric motors, fans, pumps, heaters, compressors, air purification and ventilation equipment, vents and ducts, to provide the required conditions of temperature and air quality.

Boiler Attendant-Operator

Operates boilers by maintaining water quality and supplies, providing and controlling fuel supplies and maintaining specified temperature and pressure levels.

Refrigeration Plant Operator

Operates refrigeration and cooling systems by adjusting and controlling refrigeration equipment to maintain required temperatures and conditions, by defrosting, cleaning and lubricating equipment and by keeping records of temperatures and other control readings.

Motorman/woman (Fluids Drilling)

Sugar Mill Engine Driver

RELATED OCCUPATION

Occupation 4103-11 specialisation, Maintenance Fitter

7303-13 MARINE ENGINE AND BOILER OPERATOR

Operates marine engines and auxiliary equipment.

SKILL LEVEL

On-the-Job Training: 1-3 years.

TASKS Include:

- Prepares and operates main propulsion engines, steering gear, steam turbines, diesel driven electrical power generation sets, refrigeration systems, auxiliary boilers and other machinery.
- Checks gauges, controls, instruments and oil levels to maintain engine operation within prescribed limits.
- Maintains lubrication by replenishing oil in reservoirs and sumps and grease in grease cups.
- Lubricates moving parts such as shafts, bearings and gears.
- Tends engine room workshops.
- Makes simple repairs and reassembles machinery.
- Cleans and stows engine room tools, gauges and instruments.
- Operates pumping systems.
- Wipes, cleans and paints machinery spaces, machinery and equipment.
- Distributes engine room stores such as grease, oil and rags, and records stores requirements.

SPECIALISATION

Marine Greaser

RELATED OCCUPATION

Occupation 3307-11 Marine Engineer

7305-01 SUPERVISOR, CHEMICAL PLANT OPERATORS

Supervises and co-ordinates the activities of workers engaged in chemical plant operation.

SKILL LEVEL

Previous Experience: 5 years as a chemical plant operator.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Controls a variety of chemical processes and co-ordinates chemical production.

SPECIALISATION

Supervisor, Chemical Pilot Plant Operators

7305-11 CHEMICAL PLANT OPERATOR

Controls the operation of chemical production equipment.

SKILL LEVEL

Education: 1 year certificate.

Previous Experience: 3 years as a trainee chemical plant operator.

TASKS Include:

- Controls the operation of chemical plant such as continuous system units on chemical production lines, chemical pilot plants or complex systems in batching processes.
- Controls the preparation, measuring and feeding of raw material into plants.
- Observes the operation of chemical plant by checking indicators such as gauges, instruments and levels.
- Controls the introduction of processing agents such as catalysts and filtering media.
- Initiates processes by operating pumps and valves, or machinery such as agitators and grinders.
- Operates controls to regulate aspects of processes such as temperature, pressure and rate of flow.
- Patrols plant and inspects equipment to ensure proper operation and detect abnormalities.
- Records processing data and notes problems.
- Takes samples for testing during processing.
- Makes adjustments to processes based on results of tests, analysis of samples, observations and instrument readings.
- Controls feeding out of finished products.
- Cleans and maintains equipment.
- May train assistant plant operators.
- May operate equipment such as furnaces, dissolving tanks and evaporators that recover spent chemicals from waste, or reprocess waste.
- May control equipment that blends, compounds, mixes, distills, fractionates, separates, filters, presses, evaporates, crystallises and vaporises chemical products.
- May operate equipment to imprint or form rubber or plastic sheeting or rubberised fabric.
- May operate equipment to generate, compress, refrigerate, liquefy and solidify gases such as acetylene, ammonia, chlorine, fluorocarbon and carbon dioxide or to treat material with gases such as chlorine.
- May prepare raw materials by processes such as grinding, mixing and blending.

SPECIALISATIONS

Distiller (Chemicals)
Fermentation Operator (Chemicals)
Industrial Gas Production Operator
Paint Maker
Pharmaceutical Plant Operator
Pilot Plant Operator

7305-91 TRAINEE CHEMICAL PLANT OPERATOR

Under direction performs routine chemical plant operation tasks, and receives instruction and training in chemical plant operation.

SKILL LEVEL

Education: Employers may set entry requirements.

TASKS Include:

- Assists chemical plant operators in the performance of their tasks.

7307-01 SUPERVISOR, PETROLEUM AND GAS PLANT OPERATORS

Supervises and co-ordinates the activities of workers engaged in oil and gas pumping, processing and well treatment operations.

SKILL LEVEL

Previous Experience: 5 years as a petroleum and gas plant operator.

On-the-Job Training: 3 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Prepares descriptions of general operating procedures and of specific procedures such as plant start-ups and shut-downs.

SPECIALISATIONS

Supervisor, Oil and Gas Well Treatment Operators

Supervisor, Oil, Gas and Pipe Testing Operators

7307-11 PETROLEUM AND GAS REFINING AND PUMPING OPERATOR

Operates equipment to pump oil and gas from wellheads, refine and process petroleum products, blend base stocks and distribute finished products.

SKILL LEVEL

On-the-Job Training: 3-5 years.

TASKS Include:

- Operates pumping equipment to transfer oil and gas from wellheads to refineries, to transfer stocks within refineries and to transfer finished products to terminals.
- Controls equipment performing continuous or batch processes to process natural gas, manufacture refined petroleum products or blend petroleum basestocks to produce commercial fuels, lubricating oils and asphalt.
- Patrols and inspects equipment to ensure proper operation.

- Sets operating controls on equipment.
- Observes gauges, instruments and meters indicating operating conditions such as pressure, temperature and rate of flow.
- Controls sampling and testing of products.
- Controls records of production, quantities transferred and details of blending and pumping operations.
- Adjusts equipment during procedures.
- Checks equipment for malfunctions and arranges maintenance.
- Directs cleaning of plant.
- Operates pumps to transfer stocks within refinery or gas processing stations or to blend stocks.
- Liaises with terminal operators to control flow of products to terminals.
- May operate equipment to clean pipelines.

SPECIALISATIONS**Gas Compressor Turbine Operator**

Operates equipment such as compressors, scrubbers, evaporators and pumps to transfer natural gas from wellheads to processing stations and from processing stations to distribution systems.

Grease Manufacturing Plant Operator

Operates kettles in which ingredients such as petroleum products, alkalis and fats are mixed and heated to produce grease.

Petroleum Process Unit Operator

Operates plant involved in distillation, decarbonisation, cracking, polymerisation and alkylation, hydro treating, solvent de-waxing and refining of petroleum products.

Petroleum Blending Plant Operator**Petroleum Shipping Plant Operator****7307-13 OIL AND GAS WELL TREATMENT OPERATOR**

Operates equipment to pump substances into oil and gas wells to stimulate oil and gas flow, seal rock formations or plug disused well holes.

SKILL LEVEL

Previous Experience: 1 year as a driller's offsider.

On-the-Job Training: 3 months.

TASKS Include:

- Positions plant at well heads.
- Directs connection of plant to well heads.
- Directs the preparation of treatment agents such as cement slurry, acid, gases and other chemicals.
- Controls the operation of pumping equipment to force treatment agents into wells.
- Monitors plant operation by observing gauges and indicators.
- Records plant operation data.
- Directs the removal of treatment equipment.

- Directs the cleaning and servicing of equipment.
- Records details of well treatment operation.

SPECIALISATIONS**Oil Well Cementer**

Operates cement mixing and pumping equipment to force cement slurry or concrete plugs into well holes to seal rock formations in operating wells or to plug non-productive wells.

Well Treatment Blender Operator

Operates mixing and pumping equipment to blend and proportion well treatment agents such as fracturing fluid, granular propping agents, acids, inhibitors, gases and other chemicals for formation fracturing, acidising and other stimulation treatments of oil and natural gas wells.

Well Treatment Pump Operator

Operates high pressure pumping equipment to force treatment agents into well heads.

7307-15 OIL, GAS AND PIPE TESTER

Operates equipment to obtain samples of oil and gas from wells or tests well pipes for leaks or fractures.

SKILL LEVEL

On-the-Job Training: 3-24 months.

TASKS Include:

- Transports and positions testing equipment.
- Directs and assists in the connection of equipment to well heads.
- Controls and monitors the operations of equipment.
- Analyses samples and readings.
- Records test data.
- Directs, and assists in, the disconnection of equipment.
- Controls the cleaning and servicing of equipment.

SPECIALISATIONS**Oil and Gas Production Testing Operator**

Operates equipment that samples and tests oil and gas from production wells.

Torque-turn Computer Operator

Operates and controls torque-turn computer systems to monitor well casing sections on oil and gas wells.

7309-01 SUPERVISOR, BULK MATERIALS HANDLING PLANT OPERATORS

Supervises and co-ordinates the activities of workers engaged in the movement of bulk materials such as grain, ore and sugar.

SKILL LEVEL

Previous Experience: 2-5 years as a bulk materials handling plant operator.

On-the-Job Training: 2 months.

Registration/Licensing: Licences may be required.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATION**Supervisor, Fluids Loading and Unloading Plant Operators****7309-11 BULK MATERIALS HANDLING PLANT OPERATOR**

Operates equipment to load, unload, move, store or stack bulk materials such as grain, sugar or mineral ore.

SKILL LEVEL

On-the-Job Training: 1-3 months.

Registration/Licensing: Licences may be required.

TASKS Include:

- Starts and stops equipment.
- Communicates with other operators to co-ordinate actions.
- Monitors equipment operation visually, through gauges and instruments or through computerised monitoring equipment.
- Controls or adjusts the operation of equipment.
- Inspects controls and equipment to identify wear and damage, and arranges maintenance.
- Compiles shift operation reports, recording levels of productivity, and breakdowns.
- May operate central control facilities.

SPECIALISATIONS**Bucketwheel Reclaimer Operator**

Operates bucketwheel reclaimers to transfer ore from stockpiles to loading areas.

Bulk Fluids Handler

Operates pumps, valves and pipe systems to transfer gases, liquids and fluidised solids such as nitrogen, liquid sugar or cement.

Car Dumper Operator

Operates equipment that dumps bulk material from railway cars.

Conveyor Belt Operator

Controls the operation of conveyor belt systems to move bulk material.

Grain Handler

Operates equipment loading and unloading bulk grain.

Ore Stacker Operator

Operates stacking equipment to construct stockpiles of ore.

Train Loader Operator

Operates equipment to load bulk material into railway cars.

Tank Farm Operator

7311-01 SUPERVISOR, CRANE OPERATORS

Supervises and co-ordinates the activities of crane operators and other workers, such as crane chasers.

SKILL LEVEL

Previous Experience: 2-5 years as a crane operator.
Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Co-ordinates operations requiring more than one crane.

7311-11 CRANE OPERATOR

Operates mobile or stationary cranes to lift, move and place objects at locations such as construction sites, wharves and shipyards.

SKILL LEVEL

On-the-Job Training: 2-4 months.
Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Ensures power supplies and checks controls.
- Operates controls that rotate cranes, move cranes on fixed rails, raise and lower jibs or booms and raise, lower or move hooks.
- Works in conjunction with construction riggers or crane chasers to position hooks, and raise, move and place loads.
- Checks instruments such as ammeters, boom angle indicators, water and fuel gauges and tachometers.
- Inspects equipment for malfunctions or wear.
- Lubricates ropes and winches on cranes and replaces worn cables.
- May assist rigging of pin up boom cranes.
- May operate cranes fitted with attachments for purposes such as demolition or pile driving.
- May operate tower cranes.
- May operate overhead cranes using hand controls suspended by cables from cranes.
- May position cranes on sites so that blocks and outriggers are properly placed to stabilise cranes and keep them level.
- May drive cranes to work sites.

SPECIALISATIONS

Cherry Picker Operator
Portainer Operator

RELATED OCCUPATIONS

Occupation 8405-13 Rigger (Construction)
Occupation 8499-13 Crane Chaser

7313-01 SUPERVISOR, HOIST, WINCH AND LIFT OPERATORS

Supervises and co-ordinates the activities of hoist, winch and lift operators and other workers, such as construction riggers.

SKILL LEVEL

Previous Experience: 2-5 years as a hoist, winch and lift operator.
Registration/Licensing: Licences may be required.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

7313-11 HOIST, WINCH AND LIFT OPERATOR

Operates hoists, winches or lifts to move materials, equipment or people in areas such as building sites, factories, mines and sawmills.

SKILL LEVEL

On-the-Job Training: Up to 3 years.
Registration/Licensing: Licences may be required.

TASKS Include:

- Operates controls of equipment to raise, lower or wind in objects.
- Tests the operation of equipment before use to ensure safety.
- Controls the movement of loads, monitoring speed, acceleration and braking distances directly or by directions or signals to other operators.
- Monitors equipment operation, and instruments and gauges, to detect malfunctions or problems.
- Carries out safety procedures in emergencies.
- May transport, position and secure equipment prior to operation.
- May examine loads to assess safety of movement.
- May oversight loading or securing of objects to ensure safety procedures are observed.
- May operate equipment to secure or move loads.

SPECIALISATIONS

Braceman/woman
Assists in the operation of mine cages by servicing cages at the surface and ensuring their safe operation.
Assists in the loading of cages.
Removes equipment secured underneath cages and uses hydraulic hoists to remove heavy equipment from cages.

Mine Cage Attendant

Controls the operation of mine cages and directs the movement of workers and materials between levels in underground mines.

Skipman/woman

Operates skips, raising ore bearing rock to the surface in mining operations by loading them with ore from loading bins and signalling winder drivers.

Winding Engine Driver

Operates winders to raise and lower mine cages or skips in underground mines.

RELATED OCCUPATION

Occupation 7311-11 Crane Operator

7315-01 SUPERVISOR, FURNACE AND KILN OPERATORS

Supervises and co-ordinates the activities of workers engaged in operating furnaces and kilns, and in heat treating, smelting, drying or burning materials.

SKILL LEVEL

Previous Experience: 3-5 years as a furnace and kiln operator.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Monitors the performance of plant to ensure it is operating at optimum efficiency.

SPECIALISATIONS

Supervisor, Blast Furnace Operators
Supervisor, Roasting Plant Operators
Smelting Supervisor

7315-11 METALS FURNACE OPERATOR

Smelting Furnace Operator

Operates furnaces and auxiliary equipment used in smelting, refining and forming of metals.

SKILL LEVEL

On-the-Job Training: 1-12 months.

Previous Experience: Up to 3 years as a metal processing and finishing factory hand.

TASKS Include:

- Patrols plant, monitoring the performance of equipment.
- Monitors gauges and records readings.
- Controls temperatures of furnaces.
- Controls rates of flow of ore, metal, water or air into furnaces and auxiliary equipment.
- Operates auxiliary equipment such as mixers, blenders, vibrators and conveyors to prepare ingredients and feed them into furnaces.

- Controls the introduction of additives such as fluxing and oxidising agents to furnaces.
- Operates cooling and unloading equipment to remove products from furnaces.
- Operates equipment to tap furnaces and feed molten metal into moulds, crucibles or other processing plant.

SPECIALISATIONS**Basic Oxygen Steelmaking Furnace Operator**

Operates oxygen furnaces and auxiliary equipment to produce steel by controlling the charging of furnaces, regulating the flow of oxygen through oxygen lances, calculating the amount of additives required for charges, positioning transfer cars with ladles and slag pots and tilting furnaces for tapping operations.

Blast Furnace Operator

Operates blast furnaces to smelt iron ore by maintaining runners, dams and spouts that channel molten metal, positioning ladles, tapping and resealing furnaces and operating stoves that provide continuous blasts of hot air to furnaces.

Open Hearth Furnace Operator

Operates open hearth furnaces to produce steel.

Pot Operator (Aluminium)

Operates batteries of reduction pots that smelt alumina to produce aluminium by controlling the feeding of alumina into pots, breaking the crust to allow alumina to descend into baths, and syphoning molten aluminium into crucibles.

Cupelman/woman**Kettleman/woman****7315-13 HEAT TREATMENT FURNACE OPERATOR**

Operates furnaces and quenching plants to alter the physical and chemical properties of metal objects by controlled heating and cooling processes such as annealing, tempering, hardening and case hardening.

SKILL LEVEL

Education: 1-2 year certificate.

On-the-Job Training: 2-3 years.

TASKS Include:

- Controls the feeding of metal objects into furnaces.
- Operates furnaces to produce required heat conditions.
- Monitors treatment conditions using instruments such as pyrometers.
- Prepares treatment and quenching media such as potassium or sodium cyanide, ammonia gas or coke, coal and charcoal.
- Operates quenching equipment to cool metals.

SPECIALISATIONS**Annealer**

Controls furnaces to heat metal objects and cool them at predetermined rates to relieve internal stresses, restore ductility and refine grain structures.

Case Hardener

Imparts hard skins and tough ductile cores to steel objects by treating them with chemicals while heating, quenching and cooling.

Hardener

Hardens metal objects throughout by heating them in furnaces then cooling them in air or quenching.

Soaking Pit Furnace Operator

Operates furnaces or soaking pits to heat metals to specified temperatures for rolling, processing or stress relieving.

Temperer

Reheats hardened metal objects in furnaces and quenches them to relieve stresses caused by hardening processes, and to impart toughness.

7315-15 KILN OPERATOR

Operates kilns or ovens to fire ceramics such as pottery, bricks or porcelain, to dry and season other materials such as timber or particleboard, or as part of the production process for materials such as lime and cement.

SKILL LEVEL

Previous Experience: 1-2 years as a factory hand.

On-the-Job Training: 2-12 months.

TASKS Include:

- Supervises the loading and unloading of kilns.
- Determines the firing or drying patterns for items in kilns.
- Monitors the operation of kilns by observing temperatures, controlling heating times and ventilation, and observing products.
- May operate auxiliary equipment such as humidifiers and air pumps or conveyor belts, in continuous kilns.
- May operate tunnel kilns by attaching and removing loaded kiln cars, controlling their speed of movement through kilns, and temperature and ventilation conditions.
- May operate kilns to season timber and other wood products.
- May operate kiln dryers to dry and cure veneer sheets.
- May operate heat treatment ovens, humidifier units and auxiliary units to heat treat hardboard sheets.
- May operate kilns to break down calcium compounds in the production of lime and cement.

SPECIALISATIONS**Ore Roaster Operator**

Operates roasters to remove sulphur or other impurities from ores to form porous calcines and facilitate the recovery of iron.

Pellet Plant Operator

Operates pellet furnaces and associated equipment such as conveyors, fans and water cooling systems that harden green iron pellets.

Clay Products Kiln Operator**Timber Kiln Operator****7315-17 INCINERATOR PLANT OPERATOR**

Operates furnaces to burn materials or eliminate waste.

SKILL LEVEL

On-the-Job Training: 2-6 weeks.

TASKS Include:

- Directs the loading of material into incinerators.
- Controls the supply of fuel and air to burners.
- Controls combustion temperatures in furnaces.
- Removes non-combustible material from burners.
- Removes ashes and unburned material from incinerators.
- May be responsible for the incineration of dangerous wastes requiring special skills and equipment.

SPECIALISATION**Crematorium Plant Operator**

Operates equipment used to cremate bodies.

7317-01 SUPERVISOR, DRILLING PLANT OPERATORS

Toolpusher
Master Driller

Supervises and co-ordinates the activities of workers engaged in drilling, taking core samples, testing and constructing wells.

SKILL LEVEL

Previous Experience: 7-10 years as a drilling plant operator.

On-the-Job Training: 1 year.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Confers with engineers and other workers and studies available data to prepare drilling programs.
- Directs and participates in the dismantling, loading, moving, unloading, setting up and aligning of drilling rigs, auxiliary equipment and other equipment such as surveying and data collecting instruments.
- Adjusts drill performance by directing changes in pump pressure and weight applied to drill bits and the placement and use of specialist drilling and testing tools.
- Records data during drilling operations, reports results and maps the layout of wells.
- May supervise the testing and servicing of oil and natural gas wells.

SPECIALISATION**Directional Driller**

Surveys well holes to determine location and orientation.

Plans and directs drilling operations to correct deviations in drill holes, drill around obstructions or to direct drill holes.

7317-11 DRILLING PLANT OPERATOR

Moves, sets up and operates drilling rigs and related equipment.

SKILL LEVEL

Previous Experience: 1-2 years as a driller's offsider.

On-the-Job Training: 1-4 years.

Registration/Licensing: Licences may be required.

TASKS Include:

- Moves drilling rigs and accessory equipment from site to site.
- Sets up rigs and equipment, positions drills and connects power cables and water and air hoses.
- Sets angle, depth and size of drill holes.
- Starts and stops drills and directs the assembly and disassembly of pipes, casings and drill heads.
- Monitors equipment and progress during drilling operations.
- Directs Driller's Offsiders.
- Takes samples and packages them.
- Operates auxiliary equipment such as pumps for air, water or mud.
- Dismantles and moves drilling rigs at end of operations.
- Records performance details and information obtained from wells and keeps logs detailing operations.
- Carries out minor maintenance and repairs, lubricates and cleans equipment and checks maintenance needs.
- May construct and test wells for oil, gas or water production.
- May operate equipment to drill shot holes for explosives.
- May operate equipment to construct mine workings.
- May operate auxiliary equipment and tools used to solve problems in drilled holes caused by the breakdown of drilling rigs and equipment or by adverse natural conditions.
- May operate equipment that services existing well holes.
- May drill primarily to obtain samples.
- May set and detonate explosives.

SPECIALISATIONS**Diamond Driller**

Obtains core samples for geological analysis.

Fishing Tool Operator

'Fishes' drilling equipment from wells.

Jumbo Drill Operator

Bores blasting holes in ore or rock in underground mines.

Long Hole Drill Operator**Air Track Operator**

Bores long blasting holes and holes for ground support in underground mines.

Power Tong Operator

Connects well casing sections.

Raise Drill Operator

Reams pilot holes to create rises between levels in mines.

Reeled Tubing Operator

Inserts and removes reeled-tubing, and pumps servicing media into wells.

Rock Drill Operator**Shaft Sinker****Winze Sinker**

Drills rock to construct mine workings or retrieve ore in narrow veins.

Rotary Drill Operator**Coal Seam Drill Operator**

Bores shot holes in open cut mines.

Service Rig Operator

Services or dismantles and seals wells.

Snubbing Unit Operator

Forces pipes, tubings or casings in or out of wells.

Water Well Driller

Drills for water and constructs wells and headworks.

7399-01 SUPERVISOR, OTHER STATIONARY PLANT OPERATORS

Supervises and co-ordinates the activities of workers engaged in operating stationary plant such as mineral ore treatment, metal rolling, wood chipping and particleboard production plants.

SKILL LEVEL

Previous Experience: 1-5 years as a stationary plant operator.

On-the-Job Training: 2 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

7399-11 MINERAL ORE TREATING PLANT OPERATOR

Operates equipment to process mineral ores.

SKILL LEVEL

Previous Experience: 3-6 months as a mineral ore processing labourer.

On-the-Job Training: 1-3 months.

TASKS Include:

- Checks the operation of equipment.
- Communicates with controllers, supervisors or other plant operators to co-ordinate operations.
- Starts plant and ancillary equipment such as conveyors, pumps and fans.
- Monitors equipment operation by patrolling plant areas and observing instruments or by using electronic sensors and television monitors.
- May take samples of products for analysis.
- Clears obstructions from equipment.
- Cleans plant areas and removes spillages.

SPECIALISATIONS

Coal Preparation Plant Operator

Operates equipment to size, sort and wash coal for transportation from mine sites.

Flotation Operator

Operates equipment using chemicals to separate metal particles from gangue by flotation.

Ore and Stone Crusher Operator

Operates rotary train dumpers, crushing and related equipment to crush and size material such as ore and rock.

Ore Treating Solution Operator

Operates equipment to leach metals from ores in solutions.

Surface Hydraulic Fill Operator

Pumps waste discharge from processing plants to fill disused mine workings.

Wash Plant Operator

Operates equipment to remove impurities such as clay from mineral bearing rock prior to further processing.

Ore Separator Operator**7399-13 METAL ROLLING MILL OPERATOR**

Metal Roller

Operates or directs the operation of metal rolling mills.

SKILL LEVEL

Previous Experience: 2-5 years as a mineral processing and finishing factory hand.

On-the-Job Training: 1-2 years.

TASKS Include:

- Controls the operation of metal rolling mills.
- Sets controls according to rolling specifications such as size, shape and gauge of finished products, spaces between rolls, speed and tension of rolls and width of guides.
- Directs loading of material such as ingots or coil strips into rolling mills.
- Guides metal between rolls, operates shears, pushes rolled billets or bars off roller tables and into cooling beds and bins.
- Loads coils onto uncoiling mechanisms, positions coils for rolling, feeds strips through mills and around re-coiling mechanisms and coils and weighs rolled strips.
- Observes rolling operations, directly or with the aid of electronic equipment, to detect irregularities and rectify problems.
- Adjusts equipment settings during rolling processes.
- Co-ordinates the operations of rolling mills with other areas such as furnace operations required for hot rolling.
- Inspects finished products.
- Compiles operating reports.

SPECIALISATION

Metal Rolling Mill Assistant**7399-15 PAPER PULP PREPARATION PLANT OPERATOR**

Operates equipment to produce paper pulp from wood billets, and refine and prepare it for paper making.

SKILL LEVEL

Previous Experience: 1-2 years as a pulp, papermaking and paper products factory hand.

On-the-Job Training: 1-3 months.

TASKS Include:

- Starts and stops equipment.
- Feeds raw material into equipment in batches, or by conveyors or pumps as continuous flow.
- Operates auxiliary equipment such as absorption towers, mixing tanks, rotary drums and washers.
- Monitors equipment operation and arranges maintenance.
- Carries out minor maintenance and cleaning.
- Takes samples of products for testing.
- May control the addition of chemicals to pulp.
- May operate equipment that grinds wood billets into fibres and digests wood chips to produce cooked paper pulp.
- May screen pulp to remove oversized slivers of wood, bleach, process and refine pulp, and shorten fibres to prepare pulp for papermaking.
- May mix, dry, shred and bale pulp for paper manufacture.

RELATED OCCUPATIONS

Unit Group 7415 Paper and Paper Products Machine Operators

7399-17 WOOD CHIPPING AND PARTICLEBOARD PLANT OPERATOR

Operates continuous plant to grind logs into wood chips, digest and refine chips, add chemicals such as glues and resins, and form, press and dry material to produce products such as particleboard and hardboard.

SKILL LEVEL

Previous Experience: 1-2 years as a wood and wood products factory hand.

On-the-Job Training: 1-3 months.

TASKS Include:

- Starts and stops equipment.
- Operates auxiliary equipment such as pumps and conveyors.
- Controls the feeding of logs into processing plants.
- Controls the feeding of additives such as glue, oil, veneer and fire retardant chemicals.

- Monitors the operations of equipment by observing instruments such as thermometers and pressure gauges or computerised control panels.
- Controls the unloading of finished products.
- Monitors maintenance requirements and arranges for equipment to be serviced.
- Cleans plant areas and cleans and lubricates equipment.
- May provide written reports on plant operation and production levels.

SPECIALISATIONS

Hardboard Plant Operator
Hardboard Press Operator
Oil Tempering Operator

7399-19 RAILWAY SWITCHING AND SIGNALLING OPERATOR

Operates signal equipment and switching gear to control the movement of trains or to assemble and disassemble trains in marshalling yards.

SKILL LEVEL

Previous Experience: 1 year as a railway station assistant.
On-the-Job Training: 4 months.

TASKS Include:

- Reads movement orders and timetables to become familiar with train movements and the arrangement of rolling stock.
- Receives telephone, radio or telegraph advice of alterations to train movements.
- Regulates switching and signalling gear to hold or move trains.
- Observes electric indicator boards to determine locations of trains.
- Regulates shunting movements at sidings or in marshalling yards.
- May control marshalling yards and supervise shunting operations.
- May operate railway turntables to change the direction of rolling stock.
- May couple and uncouple rolling stock during shunting operations.

SPECIALISATIONS

Railway Shunter
Railway Yard Assistant

7399-21 TIMBER TREATMENT PLANT OPERATOR

Operates plant which impregnates timber with preserving or fire retarding chemicals.

SKILL LEVEL

Previous Experience: 1 year as a sawmill labourer.
Education: 6 month certificate.
On-the-Job Training: 6 months.

TASKS Include:

- Controls the loading of timber into treating plants.
- Prepares timber treating ingredients such as borax, copper chrome arsenate and creosote.
- Controls treatment cycle by regulating heat and flow of preservatives in dip tank or by regulating air and fluid pressure and temperature in retort.
- Operates pumps and valves that transfer treatment fluid in and out of treatment vessels.
- Controls the removal of treated timber.
- Records details of treatment.

7399-23 CONCRETE PUMP OPERATOR

Operates equipment to pump concrete.

SKILL LEVEL

Previous Experience: 1 year as a concrete worker.
On-the-Job Training: 3 months.
Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Drives pump trucks from depots to work sites.
- Positions pumps and ancillary equipment.
- Sets up pipes and hoses from pumps to points of placement.
- Directs the input of concrete from concrete trucks to hoppers.
- Operates pumps.
- Cleans pumps, pipes and hoses at the conclusion of pumping operations.

RELATED OCCUPATIONS

Unit Group 7105 Truck Drivers
Unit Group 8403 Concrete Workers

7399-25 INSULATION MAKER

Operates plant to produce mineral fibre, fibreglass and other heat insulating materials.

SKILL LEVEL

On-the-Job Training: 1-4 weeks.

TASKS Include:

- Operates equipment to collect fibres, press them into sheets and wind into rolls.
- Operates equipment to build sectional pipe insulation on mandrels.
- Changes mandrels for different sizes and grinds to external diameter.
- Tends resin spraying, and oven drying and curing equipment.
- Operates equipment to spray adhesive, fix facing materials and cut insulation to size or shape.
- Operates equipment to fiberise offcut material and bag it for installation by spraying.
- Stacks insulation pieces for storage or despatch.
- May operate paper treatment plant to produce cellulose insulation.
- May operate cupolas or electric furnaces, and produce fibres by controlling the flow of liquid rock on to spinning wheels, or by gravity attenuation.

SPECIALISATION

Insulation Cupola Operator

7399-27 CEMENT PRODUCTION PLANT OPERATOR

Operates plant to produce cement, lime and clinker.

SKILL LEVEL**Previous Experience:** 1-6 months as a cement and concrete plant labourer.**On-the-Job Training:** 1-6 months.**TASKS Include:**

- Operates plant and auxiliary equipment.
- Controls the loading and unloading of material or the operation of continuous feeding equipment such as pumps and conveyors.
- Monitors the operations of equipment by observing instruments such as temperature and pressure gauges or physical indicators such as oil levels.
- Monitors maintenance requirements and arranges for equipment to be serviced.
- Cleans plant areas and cleans and lubricates equipment.
- May provide written reports on plant operation and production levels.

RELATED OCCUPATION

Occupation 7315-15 Kiln Operator

7399-29 WATER SUPPLY AND TREATMENT PLANT OPERATOR

Pumps water for supply and storage, and treats water to purify it or to remove waste.

SKILL LEVEL**Education:** 1 year certificate.**On-the-Job Training:** 1 year.**TASKS Include:**

- Operates pumps, valves and gates to control the flow of water.
- Regulates flow through stages of treatment such as filtering, the addition of chemicals and aeration.
- Monitors flow meters, and water pressure and level gauges.
- Takes samples for analysis.
- Prepares reports and logs detailing plant operations.
- Performs routine servicing and cleaning of plant, pipes and channels.
- Investigates and repairs faults in water supply and storage systems.
- May operate waste disposal or water purification equipment.
- May operate locks and adjust the height of weirs.

SPECIALISATIONS

Irrigation Supervisor

Lock Master (Water Transport)

Sewage Plant Operator

7399-31 ELECTROLYTIC CELL OPERATOR

Electrolytic Refiner

Operates tanks or vats in which metals are refined by electrolytic processes.

SKILL LEVEL**On-the-Job Training:** 1 year.**TASKS Include:**

- Prepares electrolytic solutions.
- Positions anodes and cathodes above tanks or vats and lowers them into electrolytic solutions and turns on current.
- Checks, records and adjusts temperatures of electrolytes and electric current ratings.
- Controls the flow of solutions through electrolytic cells and tanks to obtain even heating, and replenishes electrolytes as required.
- Ensures that metal does not build up and short circuit anodes and cathodes.
- Removes cathodes bearing deposits of metal.

- Removes spent anodes and electrolytic residues for cleaning and re-use.
- May light boilers and adjust flames to ensure that correct temperatures are maintained.

RELATED OCCUPATION

Occupation 7315-11 specialisation, Pot Operator (Aluminium)

7399-33 CARBON PLANT WORKER

Operates equipment to prepare anodes used in metal reduction pots.

SKILL LEVEL

On-the-Job Training: 2-8 weeks.

TASKS Include:

- Removes rods from used anodes, straightens damaged rods and repairs them by welding.
- Crushes used anodes for recycling.
- Prepares carbon mixtures for anodes.
- Adjusts mould operating temperatures.
- Packs carbon mixture into moulds.
- Regulates the flow of water to cooling chambers.
- Operates ring furnaces to graphitise green carbon electrodes.
- Operates rodding machines which attach rods to anodes.
- Attaches rod spades using insulating paste and operating tamping mechanisms.
- Monitors operating conditions such as temperatures, pressures, cooling water flow rates and levels.
- Inspects and maintains equipment such as pumps, motors, blowers, gas scrubber systems and pipelines.
- Records operating data.

SPECIALISATIONS

Anode Press Operator
Rodding Press Operator

7399-35 CONCRETE BATCHING PLANT OPERATOR

Operates equipment to add cement, sand, aggregate, water and other ingredients to mixing plant, to produce batches of concrete.

SKILL LEVEL

Previous Experience: 1 year as a cement and concrete plant labourer.

On-the-Job Training: 3-6 weeks.

TASKS Include:

- Operates controls to transfer materials to gravity feed tanks.
- Records and confirms batch details.
- Determines composition and quantities of concrete.
- Weighs quantities of cement, sand, gravel, other additives and water using manual scales or console controls.
- Checks position and rotation of concrete truck agitators, signals drivers to increase rotation speed and varies discharge of materials to achieve even mixing.
- Signals end of discharging and assesses the quality of mixed concrete.
- Cleans equipment and work areas and checks records.
- May add pigments for colouring.

SPECIALISATION

Premix Concrete Batcher

7399-99 STATIONARY PLANT OPERATORS NEC

This residual grouping covers Stationary Plant Operators not elsewhere classified.

SKILL LEVEL

Previous Experience: 1 year as a factory hand.

On-the-Job Training: Up to 6 months.

SPECIALISATIONS**Lighthouse Keeper**

Operates warning and communication equipment in lighthouses.

Oilseed Processing Operator

Controls equipment to extract raw oil from oilseeds and refine it.

Weighbridge Operator

Operates equipment to weigh vehicles and determine the net weights of loads.

Distiller (Beverages)**Clay Crusher Operator****7401-01 SUPERVISOR, BASIC METAL PRODUCTS MACHINE OPERATORS**

Supervises and co-ordinates the activities of workers engaged in operating machines to mould, extrude or sheath metal products, or draw wire.

SKILL LEVEL

Previous Experience: 6-10 years as a basic metal products machine operator.

On-the-Job Training: 2 years.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

7401-11 MACHINE MOULDER

Operates machines to form sand moulds and cores used in the production of metal castings.

SKILL LEVEL

On-the-Job Training: 3 months.

TASKS Include:

- Attaches flasks and patterns to machines, sifts sand over patterns and fills flasks with sand.
- Packs sand around pattern contours.
- Consolidates sand to form moulds.
- Cleans patterns using air hoses.
- Inverts moulds and withdraws patterns or lifts moulds from patterns.
- Cleans cavities of moulds using air hoses.
- Cleans moulding machines.
- May coat moulds with refractory paint.
- May repair defects in moulds such as cracks and broken edges.
- May insert cores into moulds.

7401-13 CASTING MACHINE AND LADLE OPERATOR

Pours molten metal from casting machines and ladles into moulds or dies to form ingots, slabs, bars, rods, billets, castings or tubes.

SKILL LEVEL

On-the-Job Training: 4-12 months.

TASKS Include:

- Preheats gas burners.
- Lubricates moulds to prevent metal from sticking.
- Checks that stoppers are correctly set in hot metal ladles prior to tapping of furnaces.
- Checks that moulds are correctly prepared and positioned.
- Controls casting speeds and cooling conditions to produce castings of uniform crystalline structure.
- Monitors furnace and basin temperatures.
- Tilts furnaces, positions pouring nozzles of ladles over moulds, releases ladle stoppers and allows molten metal to flow into moulds.
- Observes levels of metal in moulds to prevent overflows.
- Replaces stoppers when moulds are filled.
- Takes samples of molten metal for quality control analysis.
- Skims slag off molten metal or dumps slag.
- Replaces defective stoppers and nozzles.

- Directs crane drivers to move ladles and moulds.
- May operate computer controlled equipment.
- May clean and repair ladles.
- May produce castings or ingots by pouring metal into central funnels or trumpets which fill surrounding moulds.

SPECIALISATIONS

Ladleman/woman (Metals)

Metal Pourer

Teemer (Iron and Steel)

7401-15 WIRE DRAWING MACHINE OPERATOR

Operates machines to reduce the diameter of metal wires or rods by drawing them through graduated dies.

SKILL LEVEL

On-the-Job Training: 4-6 months.

TASKS Include:

- Loads coils onto feed magazines using hoists, and tapes ends on pointing machines.
- Feeds wire or cable ends through dies and attaches to winding reels.
- Starts machines and operates them to control drawing processes.
- Inspects and measures drawn wires.
- Removes reels from machines after drawing.
- Adjusts or changes dies and replaces worn dies.
- Completes production process control charts.
- May join coiled wires or repair breaks using wire welding machines.

7401-17 METAL EXTRUSION PRESS OPERATOR

Operates extrusion presses to form products such as rods, bars, seamless tubing, wire and structural shapes, by extruding hot metal billets through dies.

SKILL LEVEL

On-the-Job Training: 6-12 months.

TASKS Include:

- Sets up presses with dies.
- Loads preheated billets into press containers or loads supplies of cold billets into feed conveyors of press furnaces.
- Sets furnace controls to heat billets.

- Operates controls of hydraulic rams to force heated metal through dies.
- Regulates rates of extrusion to prevent metal ruptures and adherence of metal to container walls.
- Starts press run-out tables to guide extrusion from presses, and butt shears to trim flashes.
- Pulls extrusion along conveyors to racking tables or runs wires over guide pulleys to take up reels on winders.
- Sprays or swabs dies with lubricants.
- Removes metal remaining in containers after extrusion.
- Records number of billets used, extrusion defects, items processed and downturns.

7403-11 METAL PRESS OPERATOR

Operates machines or machine tools to shape and form metal stock and components.

SKILL LEVEL

On-the-Job Training: Up to 3 months.

TASKS Include:

- Loads stock or other items into feeding mechanisms or secures workpieces on work surfaces.
- Tends machines or machine tools which shape or form stock through processes such as pressing and stamping.
- Monitors machine operation and reports faults.
- Reloads machines and removes processed items.
- Inspects final products.
- May measure or examine samples of machines' products before making full production runs.

7405-11 OTHER METAL PRODUCTS MACHINE OPERATORS

Operates machines or machine tools to shape, form, cut, spray and coat metal articles and components.

SKILL LEVEL

On-the-Job Training: 3-6 months.

TASKS Include:

- Checks machines and the feeding of metal stock.
- Switches on machines, inspects products and makes minor adjustments.
- May offload and stack products.

SPECIALISATIONS

Thermal Sprayer
Plasma Sprayer

Metal Sprayer

Sets up and operates equipment to spray molten metal or ceramics on to metal products to provide protective or decorative coatings or to build up worn or damaged surfaces. Prepares surfaces for coating by grit blasting and applying coating bonds.

Selects and fits nozzles to spray guns, loads guns with coating materials and ignites gas and air mixtures in guns to melt coating materials.

Directs sprays to ensure coating is applied evenly.

Monitors and adjusts gas and current flows, and measures the thickness of coating.

Continuous Plant Galvaniser

Forging Machine Operator

Key Cutter

Knife Sharpener

Metal Dresser and Grinder

Springmaking Machine Operator

7407-01 SUPERVISOR, PLASTICS PRODUCTION MACHINE OPERATORS

Supervises and co-ordinates the activities of workers engaged in setting up and operating machines to manufacture plastic products.

SKILL LEVEL

Previous Experience: 3-5 years as a plastics production machine operator.

On-the-Job Training: 3-6 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

7407-11 PLASTICS PRODUCTION MACHINE SETTER

Sets up and adjusts moulding, extruding and other machines to make plastic products.

SKILL LEVEL

On-the-Job Training: 6-18 months.

TASKS Include:

- Positions and assembles or installs dies or moulds.
- Uses hand tools to make adjustments and determine alignments.
- Couples or attaches steam, air or water hoses, or lines, to machines.
- Sets controls and checks and regulates temperature, pressure, timer, speed and gas-jet settings.
- Directs the operation of machines to secure sample output.
- Examines products for defects such as warp, bubbles and scratches.
- Measures output for conformity to specifications.

MAJOR GROUP 7

PLANT AND MACHINE OPERATORS, AND DRIVERS

- Adjusts or re-aligns machines.
- Records times, temperatures and output dates on job record cards for machine operators.

SPECIALISATIONS

Cellular Plastics Machine Setter
Plastics Extruding Machine Setter
Plastics Moulding Machine Setter
Thermoforming Machine Setter

RELATED OCCUPATION

Occupation 4103-17 Die Setter

7407-13 PLASTICS EXTRUDING MACHINE OPERATOR

Operates extruding machines to extrude plastic material into rod, sheet or tubular form.

SKILL LEVEL

On-the-Job Training: 3-12 months.

TASKS Include:

- Starts machines and watches operations to check supplies of raw materials are maintained.
- Checks finished products for defects.
- Notifies plastics extruding machine setters of malfunctions of machines or defective products.
- Maintains production records.
- May cut extrusions to desired lengths.

7407-15 PLASTICS MOULDING MACHINE OPERATOR

Operates injection, compression, thermoforming, rotational and blow moulding machines to produce plastic products such as drums and tanks.

SKILL LEVEL

On-the-Job Training: 3-6 months.

TASKS Include:

- Assists in estimating time and temperature requirements for moulding processes.
- Places plastic pellets in moulds.
- Starts machines and watches operations to check supplies of raw materials are maintained.
- Cools moulds using water sprinklers and fans.
- Checks finished products for defects.
- Notifies plastics production machine setters of malfunctions of machines or defective products.

- Maintains production records.
- May de-flash and pack mouldings.
- May make minor adjustments to machines.
- May perform separating and regrinding tasks.
- May remove flash, runners and strues.
- May apply mould release agents to surfaces of moulds.
- May collate and stack finished products and attach labels.

SPECIALISATIONS

Blow Moulding Machine Operator
Compression Moulding Machine Operator
Injection Moulding Machine Operator
Rotational Moulding Machine Operator
Thermoforming Machine Operator

7407-17 CELLULAR PLASTICS MACHINE OPERATOR

Operates machines to make foam blocks and moulded foam products.

SKILL LEVEL

On-the-Job Training: 3-6 months.

TASKS Include:

- Assists cellular plastics machine setters to prepare machines for operation.
- Watches operations to check supplies of raw materials are maintained and that mixtures flow correctly on to conveyor belts or boxes.
- Checks that paper linings feed correctly.
- Ensures that correct amounts of raw materials are placed in moulds from feed lines, and closes moulds.
- Opens moulds and removes products after curing.
- Checks products for surface defects.
- May apply mould release agents to surfaces of moulds.
- May stack finished products.

SPECIALISATION

Plastic Foam Machine Operator

7407-19 PLASTICS SHEET PRESS OPERATOR

Operates hydraulic presses to emboss, laminate or draw plastic sheets.

SKILL LEVEL

On-the-Job Training: 6-12 months.

TASKS Include:

- Starts gas ovens and sets thermostats to regulate oven temperatures.
- Clamps sheets to overhead racks and pushes racks into ovens to soften sheets.
- Bolts dies or plates to beds of presses and adjusts length of travel of ram arms.
- Positions softened sheets or layers of sheets on press beds and lowers pressure plates to hold sheets in place.
- Operates controls to lower rams to draw sheets through open dies, emboss them, or compress layers of sheets to form laminated plastic boards.
- Turns valves to regulate the flow of water or steam through dies or plates to maintain forming temperatures.
- Trims plastic, using shears, power saws or knives.

7407-21 PLASTICS BLENDING MACHINE OPERATOR

Operates mixing machines to prepare plastic powders or liquid blends.

SKILL LEVEL

On-the-Job Training: 3-12 months.

TASKS Include:

- Determines ingredient and mixing requirements.
- Measures out quantities of ingredients into machines or regulates flow from feed conveyors, hoppers or pipes, and starts machines.
- Mixes ingredients for specified time or until consistency or quality has been obtained.
- Adds colourant and chemical additives to mixtures.
- Monitors instruments and adjusts controls to regulate the speed and temperature of machines during mixing operations.
- Carries out prescribed checks and withdraws samples for laboratory testing.
- Removes blended material by hand, or discharges it to storage containers or to machines for further processing.
- Cleans machines and equipment after use.
- Maintains production records.
- May remove scrap and flash from moulding machines for processing.

SPECIALISATION

Powder Hand (Plastics)

7407-23 GUN HAND (PLASTICS)

Sprays moulds with gelcoats to produce finished surfaces prior to laminating, or sprays fibre reinforced plastic on to moulds or products.

SKILL LEVEL

On-the-Job Training: 2 months.

TASKS Include:

- Inspects equipment prior to use.
- Selects gelcoats and dyes.
- Checks temperatures and adjusts catalyst levels.
- Calculates flows of gelcoats.
- Sprays trial panels and adjusts spray patterns.
- Sprays moulds, keeping guns perpendicular to mould surfaces.
- Cleans equipment after use.
- Adjusts guns which chop and spray fibres with plastic.
- May roll fibrous mass to remove air and compact it.

7407-25 SHEATHING EXTRUDER

Operates extrusion presses to encase electric wires, cords or cables in rubber or plastic.

SKILL LEVEL

On-the-Job Training: 4-6 months.

TASKS Include:

- Bolts dies, guides and guide holders in extrusion heads of presses.
- Clamps rolls of rubber on spindles of machines and threads strips into hopper-feeders or fills hoppers with plastic chips.
- Sets temperature controls of presses.
- Loads spools of wire on reels of machine spindles or payout stands, using hoists.
- Threads wires or cables through machines and around take-up reels, or threads cables through dies and cooling chambers, and fastens ends to take up reels.
- Starts machines and adjusts controls to regulate the speed of wire travel, pressure of hydraulic rams, temperature of extrusion dies, flows of metals, and pressure of water spray in cooling chambers to ensure sheaths are of uniform thickness.

SPECIALISATION

Wire Sheather

MAJOR GROUP 7

PLANT AND MACHINE OPERATORS, AND DRIVERS

7409-01 SUPERVISOR, RUBBER PRODUCTION MACHINE OPERATORS

Supervises and co-ordinates the activities of workers engaged in operating machines to produce rubber tyres and other rubber products.

SKILL LEVEL

Previous Experience: 3-5 years as a rubber production machine operator.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

7409-11 TYRE PRODUCTION MACHINE OPERATOR

Builds raw tyres and retreads used tyres, and vulcanises them.

SKILL LEVEL

On-the-Job Training: Up to 6 months.

TASKS Include:

- Wraps rubber sheets on to drums, cuts to length and joins edges to lay the casings of tyres.
- Positions tyre beads on drums and turns in ply ends.
- Wraps layers of plies, belts and rubber to produce first stage tyres.
- Controls rollers to remove air from between layers and maintain uniform thickness.
- Inspects first stage tyres for quality, type and size.
- Inspects used tyre casings for defects.
- Uses buffing machines on used tyres to remove old rubber, roughen surfaces and produce uniform shape and radius.
- Builds new tread by spraying cement and fitting tread rubber to casings.
- Places tyres in vulcaniser presses and controls curing processes.
- Inspects trims and finishes tyres.
- Stacks tyres on mobile racks.
- May perform tyre and tube repairing, fitting and balancing.

SPECIALISATIONS

Tyre Builder
Tyre Retreader

7409-99 RUBBER PRODUCTION MACHINE OPERATORS NEC

This residual grouping covers Rubber Production Machine Operators not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 3-6 months.

SPECIALISATIONS

Rubber Knitting Machine Operator

Operates machines to knit and cement fabric cord or wire around rubber hoses for reinforcement.

Rubber Roll Builder

Builds up rubber plies on metal cores for use as rollers.

Rubber Roller Grinder Operator

Sets up and operates roller grinders to produce rubber rollers.

7411-01 SUPERVISOR, CHEMICAL PRODUCTION MACHINE OPERATORS

Supervises and co-ordinates the activities of workers engaged in operating machines to produce chemical products.

SKILL LEVEL

Previous Experience: 3-5 years as a chemical production machine operator.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATIONS

Supervisor, Explosives Production Machine Operators

Supervisor, Pharmaceuticals and Toiletries Production Machine Operators

7411-11 PHARMACEUTICALS AND TOILETRIES PRODUCTION MACHINE OPERATOR

Operates machines and equipment to produce pharmaceuticals and toiletries.

SKILL LEVEL

On-the-Job Training: 2-6 months.

TASKS Include:

- Weighs and measures ingredients.
- Cleans and disinfects machines.
- Starts machines to mix, mill, grind, compress, coat, fill, seal or mould ingredients, or wind material on to reels.
- Adds water, gelatine, alcohol or other liquids to bind ingredients.

- Observes machine operations and adjusts pressure, temperature, tension and other controls.
- Places products on to drying trays, or allows them to cool.
- Applies coatings to flavour, colour or preserve, or adds medication to products.
- Coats, glazes and sterilises products.
- Measures and tests products.
- May weigh and package products.

SPECIALISATIONS

Granulator Machine Operator
Soap Maker
Suture Maker
Tablet Making Machine Operator
Toiletries Moulder and Compressor

7411-13 EXPLOSIVES PRODUCTION MACHINE OPERATOR

Operates machines to mix, blend and process chemicals to produce explosives and ammunition.

SKILL LEVEL

Previous Experience: 3 years as a chemical plant labourer.

TASKS Include:

- Weighs and measures chemicals.
- Pours required chemicals into hoppers or nitrator agitators.
- Starts pumps to add liquid chemical agents.
- Sets controls to regulate temperatures, rates of flow and speed of wringers.
- Starts machines to mix or blend ingredients.
- Opens valves to flush and clean wringers.
- Inspects and examines products.

SPECIALISATIONS**Bullet Maker**

Inserts bullets into holes of moving feed dials, observes operations and clears jammed bullets.

May operate machines which produce shot-gun cartridges.

Fuse Maker

Uses winding machines to spin strands of cotton yarn around black powder cores to form fuses.

Winds fuses on to bobbins and unloads bobbins from machines.

Places bobbins in controlled temperatures to dry and cure fuses.

Unwinds cured fuses from bobbins and cuts to required lengths.

Nitrocellulose Maker

Loads nitrocotton into centrifugal wringers and sets timers.

Opens valves to remove excess acid and flushes wringer basins with water.

Loads nitrocotton into containers.

Explosives Mixer Operator**7411-99 CHEMICAL PRODUCTION MACHINE OPERATORS NEC**

This residual grouping covers Chemical Production Machine Operators not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 3-6 months.

SPECIALISATION

Candle Maker

7413-01 SUPERVISOR, WOOD PROCESSING MACHINE OPERATORS

Supervises and co-ordinates the activities of workers engaged in operating machines to saw, resaw and stack logs and timber products and process wood or manufacture timber products.

SKILL LEVEL

Previous Experience: 3-8 years as a wood processing machine operator.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATIONS

Supervisor, Plywood Making Machine Operators

Supervisor, Saw Operators

7413-11 HEAD SAWYER

Breakdown Sawyer

Operates saws, log carriages and conveyors to reduce logs to primary break-down pieces such as cants, slabs, boards or flitches for further sawing.

SKILL LEVEL

Previous Experience: 1-2 years as a resawyer.

On-the-Job Training: 3-6 months.

TASKS Include:

- Checks saws and other equipment for safety, sharpness and correct functioning.
- Operates skid conveyors to load logs on to log carriages.
- Rolls, aligns and secures logs to set position and depth of cuts.
- Controls rate of movement of logs and carriages on to cutting saws.
- Inspects cuts and moves sawn pieces by conveyors for further processing.
- Rolls logs away from blades, returns carriages, re-aligns logs and repeats processes until logs are reduced to required sizes.
- Changes saw blades.

- May assess new logs to decide the optimum sequence of cutting.
- May keep production records.
- May operate circular, band or gang saws.
- May operate equipment to produce woodchips.
- May control head saws by operating computerised control panels, observe visual display units to obtain data about logs and suggested sawing sequences, and respond to computerised instructions to control sawing processes.

7413-13 RESAWYER

Operates band saws, gang saws or circular saws to convert cants, flitches, slabs and wings into sawn timber.

SKILL LEVEL

Previous Experience: 1 year as a sawmill labourer.
On-the-Job Training: 3-6 months.

TASKS Include:

- Checks saws and other equipment for safety, sharpness and correct functioning.
- Controls rate of movement of timber on to cutting saws.
- Inspects cuts and moves sawn pieces by conveyors for further processing.
- Changes saw blades.
- May keep production records.
- May control saws by operating computerised control panels, and observe visual display units.

SPECIALISATIONS

Edgerman/woman

Operates multiblade sawing machines to remove rough edges from timber and saw timber boards to width.

Trim Saw Operator

Starts multiblade trim saw machines and places pressed boards or plywood panels on feed beds against guides. Pushes panels until engaged by feed rollers, belts or pawls of feed chains on machines.

Measures cut panels to verify dimensions, and adjusts saws or guides.

Cant Gang Sawyer

Ripsaw Operator

7413-15 DOCKERMAN/WOMAN

Operates banks of saws to trim boards to length and cut out defective sections.

SKILL LEVEL

Previous Experience: 1 year as a sawmill labourer.
On-the-Job Training: 1-3 months.

TASKS Include:

- Scans boards moving along conveyors, identifies defects and determines cuts that will produce the required grade of timber.
- Raises or lowers saws to trim boards and remove defects, such as rot and splits.
- Cuts timber to length.
- Replaces worn or defective saw blades.
- Cleans work areas and machines.
- May stack and strap timber in bundles.

SPECIALISATIONS

Log Preparer

Measures logs to determine optimum number of lengths to be cut.

Starts chain saws and lowers blades to square ends to length.

Moves carriages and cuts logs into billets in holding racks.

Clips, brushes and scrapes billets or flitches for peeling or slicing.

Sawmill Docker

7413-17 TIMBER STOCK CUTTER

Operates saws to cut timber, particleboard and plywood.

SKILL LEVEL

Previous Experience: 1 year as a sawmill labourer.
On-the-Job Training: 1-3 months.

TASKS Include:

- Selects kind and grade of timber specified on work orders.
- Measures and marks timber or sets and adjusts guide fences to produce specified sizes.
- Cuts timber to length using circular saws.
- Replaces worn or defective saw blades.
- May feed wood stock through planing machines to smooth edges.

SPECIALISATION

Wood Trimmer

7413-19 VENEER PRODUCTION MACHINE OPERATOR

Operates machines to produce, cut and splice veneer sheets.

SKILL LEVEL

Previous Experience: 1 year as a wood and wood products factory hand.
On-the-Job Training: 3-6 months.

TASKS Include:

- Adjusts machines by setting guides, saws, knives, pressure bars and gears.
- Operates and adjusts machines and directs problems to maintenance staff.
- Monitors product quality and measures dimensions to ensure that products are within tolerances.
- Replaces dull or damaged knives and other parts.
- Stacks products for further processing.
- Positions logs or flitches into lathes or slicing machines.
- Controls lathes or slicing machines to cut veneers of uniform thickness.
- Releases peeled logs from lathes.
- Places veneers on to clipper tables under powered clipper blades and positions tables to cut veneers to size.
- Matches veneer strips according to types of wood, grain, pattern, texture and shade.
- Assembles veneer sheets with glue, feeds them into pressing and curing machines, and adjusts heat, pressure and speed of machines.
- Examines spliced sheets for conformity with specifications.
- May re-process veneer sheets to produce sheets of larger size.
- May prepare production reports.

SPECIALISATIONS**Veneer Guillotine Operator**

Aligns edges of veneer strips, and clamps, guillotines, smooths and squares edges.

Veneer Clipper**Veneer Lathe and Slicer Operator****Veneer Splicing Machine Operator****Veneer Trimmer Operator****7413-21 PLYWOOD PRODUCTION MACHINE OPERATOR**

Operates machines to process wood veneer or core board sheets to make plywood panels.

SKILL LEVEL

Previous Experience: 1 year as a wood and wood products factory hand.

On-the-Job Training: 1-3 months.

TASKS Include:

- Operates machines and maintains product quality.
- Selects and weighs ingredients, blends glue and loads reservoirs of glue spreading machines.
- Records amounts and types of glue used.
- Starts flows of glue onto rollers and feeds veneer sheets and core boards through glue-spreader rollers.
- Adjusts glue flow rates and the spaces between rollers.
- Builds up sheets on lay-up tables.
- Inspects veneer sheets or plywood panels for defects.
- Trims overlapping veneer segments.
- Cleans work areas and machines.
- May use machines to punch out defects, inject glue and press patches into holes.
- May fill splits and cracks with plastic fillers.
- May close splits by applying tape or glue coated fibres under pressure.
- May grade veneer panels.
- May set up machines and perform basic maintenance.

SPECIALISATIONS**Plywood Centre Feeder****Plywood Centre Layer****Plywood and Veneer Repairer****7413-23 WOOD LAMINATING PRESS OPERATOR**

Sets up and operates presses to bond laminates of material such as paperboard, paper, veneer or wood.

SKILL LEVEL

On-the-Job Training: 3-6 months.

TASKS Include:

- Loads presses with assembled items.
- Closes plates of presses and subjects items to pressure and heat to bond them together.
- Releases and unloads presses.
- Cleans glue from press plates and debris from working areas.
- Records quality, quantity and dimensions of items produced, and pressures, temperatures and duration of press operations.
- May repair surface defects in sheets or laminated beams.
- May prepare glue mixtures and collect test samples.
- May adjust curing and feeding speeds of continuous laminating presses.

SPECIALISATION**Particleboard Laminator Operator****7413-99 WOOD PROCESSING MACHINE OPERATORS NEC**

This residual grouping covers Wood Processing Machine Operators not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 3-6 months.

SPECIALISATIONS**Debarker Operator**

Operates machines to remove bark, knots and dirt from logs and shape logs to round or smooth taper shapes.

Drop Sorter Operator

Assesses the resawing potential and grade of boards, wings and residues on moving conveyors and separates and redirects them for resawing, stacking or other processing.

Hogger Operator

Operates machines to reduce sawmill residues to boiler fuel.

Leverman/woman

Assists sawyers to position timber and logs on saw carriages and to cut flitches of timber to size, by manipulating roller control levers on rip saw benches.

Machine Stress Grader Operator

Operates machines to subject timber to stress, grades it according to strength and stamps it with quality gradings.

Sawmill Moulder Operator**7415-01 SUPERVISOR, PAPER AND PAPER PRODUCTS MACHINE OPERATORS**

Supervises and co-ordinates the activities of workers engaged in operating machines to make paper and paper products.

SKILL LEVEL

Previous Experience: 3-5 years as a paper and paper products machine operator.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

7415-11 WET END PAPERMAKING MACHINE OPERATOR

Operates wet end paper machines to make paper or sheet pulp from pulp stock.

SKILL LEVEL

Previous Experience: 1-2 years as a pulp, papermaking and paper products factory hand.

On-the-Job Training: 3-6 months.

TASKS Include:

- Checks and starts auxiliary equipment such as agitators, pumps and filters.
- Operates controls which regulate the flow of white water and pulp stock into machine headboxes and on to wire-mesh belts for forming.
- Inspects samples of products and laboratory reports and adjusts stock flow rates, speed and pitch of belts, frequency and amplitude of shaking, and pressures on pulp rollers.
- Directs and assists in changing wire belts.

- Compiles production records and reports.
- May adjust, clean, repair and replace machine parts.

SPECIALISATIONS**Inverform Machine Operator**

Operates machines to make paperboard.

Fourdrinier Machine Operator

Paperboard Machine Operator

7415-13 DRY END PAPERMAKING MACHINE OPERATOR

Operates machines to process paper and make paper products.

SKILL LEVEL

Previous Experience: 1-2 years as a pulp, papermaking and paper products factory hand.

On-the-Job Training: 1-3 months.

TASKS Include:

- Positions rolls of paper on machine reel stands using hoists, and fastens collars and guides to secure them on shafts.
- Threads paper around tensioner rollers, through machines and on to take-up rollers.
- Sets up other equipment, starts machines and observes paper to detect wrinkles and makes adjustments to keep it smooth.
- Inspects paper to detect defects, and adjusts processing.
- Compiles production records and reports.
- Adjusts steam pressure and temperature of dryers and hot air rollers.
- May conduct special tests and fine thickness measurements on paper.
- May adjust, clean, repair and replace machine parts.
- May operate size tubs, or spray paper with dyes, steam or water to finish.
- May operate machines which cut paper from rolls into sheets, stack them and remove and stack defective sheets.

SPECIALISATIONS**Paper Rewinder Operator**

Positions slitting knives to widths required and operates machines that slit and wind paper compactly on to separate cardboard cores.

Removes full reels for rewinding or storage and marks defective sections.

Supercalender Operator (Papermaking)

Operates machines to coat, glaze or impregnate paper or paperboard with finishing solutions.

7415-15 PAPER PRODUCTS MACHINE OPERATOR

Operates machines to make paper products.

SKILL LEVEL

On-the-Job Training: 6-12 months.

TASKS Include:

- Determines job requirements from drawings or other specifications.
- Selects appropriate materials and makes sample products for customer approval, using hand tools.
- Checks and loads supplies of paper.
- Operates machines and monitors quality, packaging and stacking of products.

SPECIALISATIONS**Carton Cutting and Creasing Forme Setter**

Cuts blocks into sections for formes, shapes them and cuts slots.

Selects, cuts and bends metal strips to form setting creasers and cutting knives.

Assembles block sections and inserts creasers and knives.

Places completed formes in metal frames and secures in position.

May glue rubber ejector strips to formes.

May set formes in paperboard cutting and creasing machines and make test impressions to inspect accuracy of work.

Carton Making Machine Operator**7417-01 SUPERVISOR, GLASS PRODUCTION MACHINE OPERATORS**

Supervises and co-ordinates the activities of workers engaged in operating machines to crush, mix, fire, process, form and stack glassware and glass products.

SKILL LEVEL

Previous Experience: 3-5 years as a glass production machine operator.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATION

Supervisor, Glass Furnace Operators

7417-11 GLASS PRODUCTION MACHINE OPERATOR

Operates and controls machines to make molten glass and press or blow it into moulds to form or shape glassware products such as bottles, jars and drinking glasses.

SKILL LEVEL

On-the-Job Training: 3-18 months.

TASKS Include:

- Positions and bolts moulds to machine hanger arms and clamps other machine fixtures such as chutes and air and gas hoses in place.
- Installs moulds and mould components, such as plungers and bottom plates, and replaces cams on machines.
- Adjusts valves on furnaces to regulate temperature of molten glass according to production specifications.
- Sets screws, air valves, turntable rates, and the timing of plungers in glass-pressing machines.
- Adjusts flow valves and shear timers to regulate delivery rates, weights and shapes of gobs delivered into moulds, and adjusts dampers to control the flow of air to cool mould equipment and glassware.
- Sets cams and pusher bars to control the ejection of sub-standard products.
- Observes the operation of machines to verify the co-ordination of functions.
- Sprays or swabs moulds, feeder chutes and baffle plates with oil solutions to prevent adhesion of glass.
- Collects samples for laboratory analyses, or weighs, measures and inspects them to assess conformity with specifications and adjusts controls to correct deviations.
- Lubricates, repairs, adjusts and cleans machines.
- Changes controls from automatic to manual operation.
- Prepares reports on set up of machines and repairs.

SPECIALISATIONS**Glass Melt Operator****Glass Furnace Operator****Glass Maker**

Operates equipment to make glass and add specified additives or dyes, and maintains furnace combustion, temperature and pressure.

Glass Toughening Operator**Glass Laminating Operator**

Controls machines to produce safety glass by heat treatment or cementing glass and plastic sheets.

7419-01 SUPERVISOR, CLAY AND STONE PROCESSING MACHINE OPERATORS

Supervises and co-ordinates the activities of workers engaged in operating machines to process and form clay and stone products.

SKILL LEVEL

Previous Experience: 3-5 years as a clay and stone processing machine operator.

On-the-Job Training: 3-4 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATIONS

Supervisor, Concrete Products Machine Operators
Supervisor, Fibre Cement Machine Operators

7419-11 CONCRETE PRODUCTS MACHINE OPERATOR

Operates machines to shape and produce moulded concrete products, cement pipes and fittings.

SKILL LEVEL

Previous Experience: 1 year as a cement and concrete plant labourer.

On-the-Job Training: Up to 6 months.

TASKS Include:

- Controls automatic moulding machines to produce concrete bricks, tiles and paving blocks.
- Monitors automatic stacking machines, splitters or cubers.
- Loads items on to rollers.
- Operates concrete spreading devices.
- Engages vibrator rollers or compressor bars and spins pipe moulds to harden concrete and remove water.
- Builds up concrete on moulds, fills moulds with concrete, and levels and finishes exposed surfaces.
- Operates slurry and clinker mills and pumps.
- Positions items on machines, and grinds and machines them to correct dimensional errors.
- Inspects mixtures and items for defects.
- Cleans machines, equipment and work areas.
- Maintains and checks production records.
- May mould, assemble and apply tension to rods to make pre-stressed concrete products.

SPECIALISATIONS

Concrete Pipe Machine Operator
Concrete Pre-cast Moulder

7419-13 CLAY PRODUCTS MACHINE OPERATOR

Operates machines to grind, mix, blend, press, extrude, shape, apply glazes to, or set clay products such as bricks, tiles, porcelain and pottery ware.

SKILL LEVEL

Previous Experience: 1 year as a clay processing factory hand.

On-the-Job Training: 1-3 months.

TASKS Include:

- Selects dies, cores, rings and cutter assemblies for installation.
- Sets controls on automatic cut-off knives or wires to cut extruded clay.
- Starts machines and observes their operation to ensure equipment is functioning normally and that products meet requirements.
- Starts mixing machines and adjusts valves to feed and regulate the flow of ingredients.
- Starts pug mills and turns valves to add water and oil to mixtures or decrease pressure in pug mills.
- Starts automatic extruding and cutting machines.
- Removes minor obstructions and clears blockages.
- Swabs dies and cleans equipment.
- Monitors the flow of clay and clay products into machines and adjusts valves and controls until products meet specifications.
- Replaces cutting wires.
- Examines products to detect defects.
- May place pugged clay on die faces or into jiggers, and remove shaped clay ware after pressing or spin moulding.

SPECIALISATION

Clay, Brick and Tile Machine Operator

RELATED OCCUPATION

Occupation 4925-13 Potter

7419-15 STONE PROCESSING MACHINE OPERATOR

Stonemasonry Machinist

Operates fixed and portable stone preparation, shaping and finishing machines.

SKILL LEVEL

Previous Experience: 1 year as a labourer.

On-the-Job Training: 2-3 months.

TASKS Include:

- Positions stone on machines to be cut or worked on.
- Sets grinding or cutting edges in position and activates machines.
- Checks progress of machining and adjusts equipment.
- Moves stone from machine for further processing.
- Operates hand held machines to polish, cut or inscribe roughly hewn stone to finished condition.

SPECIALISATIONS

Stone Polisher
Stone Sawyer

RELATED OCCUPATION

Occupation 4999-15 Stonemason

7419-17 PORCELAIN TURNER

Operates vertical or horizontal lathes to cut and shape unfired clayware or similar materials to manufacture items such as insulators and abrasive wheels.

SKILL LEVEL

Previous Experience: 1 year as a clay processing factory hand.

On-the-Job Training: 6 months.

TASKS Include:

- Positions and centres greenware on vertical lathes.
- Starts lathes and guides cutting tools against rotating ware to produce specified shapes or sizes.
- May smooth surfaces.
- May adjust automatic machines according to patterns specified by work orders or drawings.

RELATED OCCUPATION

Occupation 4925-13 Potter

7419-19 PLASTERBOARD MAKER

Operates machines to make plasterboard or other plaster products.

SKILL LEVEL

Previous Experience: 1 year as a clay processing factory hand.

On-the-Job Training: 2-4 weeks.

TASKS Include:

- Weighs additives and operates equipment which mixes continuous batches of plaster to supply forming machines.
- Loads paper rolls and monitors brand printing equipment.
- Maintains glue supply, monitors slurry quality and flow rate, and checks continuous board forming processes such as paper heating, folding and glueing.
- Monitors the operation of switches and guillotines which cut continuous board into lengths.
- Operates board stacking and wrapping equipment.
- Conducts quality control tests and measurements.
- Ignites drying kiln burners.
- Changes machine settings to make different sizes and types of product.
- Cleans equipment and work areas and reclaims damaged products.
- May maintain production records.

- May produce special finish plasterboards or cornices, or compounds for stopping and jointing plasterboard.

SPECIALISATION**Fibrous Plaster Maker****7419-21 FIBRE-CEMENT MACHINE OPERATOR**

Operates machines to produce fibre-cement products such as pipes and sheets.

SKILL LEVEL

Previous Experience: 1 year as a cement and concrete plant labourer.

On-the-Job Training: 1-6 months.

TASKS Include:

- Sets up and operates machines which mix cement, fibres in water to produce sheets.
- Lifts wet fibre-cement sheets or forms corrugated sheets, interleaves them with spacers, and stacks them on trucks for drying and autoclaving.
- Removes moulds from complex shaped pieces, and inspects and stacks them.
- Rolls pipes on to cooling tables, removes end caps and stacks them on to autoclave trucks.
- Cleans machined ends of cured pipes, checks dimensions, moves pipes on trolleys or operates docking saws to cut pipes.
- Tends machines which fix special surfaces to sheets.
- Feeds cured sheets to machines which cut special shapes or bevel edges.
- Inspects and stacks cured items for despatch.
- Stacks fibre-cement products on pallets and secures them using timber frames and metal straps.
- May clean work areas.

SPECIALISATION**Fibre-Cement Moulder**

Moulds products by free forming or pressing fibre-cement sheets on to moulds, trims overlaps and rounds corners.

7419-99 CLAY AND STONE PROCESSING MACHINE OPERATORS NEC

This residual grouping covers Clay and Stone Processing Machine Operators not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 3-6 months.

SPECIALISATIONS

Abrasive Wheel Maker
Brake Lining Maker

7421-01 SUPERVISOR, YARN PRODUCTION MACHINE OPERATORS

Supervises and co-ordinates the activities of workers engaged in operating machines to process textile fibres.

SKILL LEVEL

Previous Experience: 5-10 years as a yarn production machine operator.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATION

Supervisor, Cotton Ginning Machine Operators

7421-11 YARN CARDING AND SPINNING MACHINE OPERATOR

Operates machines which convert laps of fibre to slivers by carding, or to yarn by spinning.

SKILL LEVEL

Previous Experience: 1 year as a factory hand.

On-the-Job Training: 1-3 months.

TASKS Include:

- Positions supply packages at feed ends of machines.
- Threads lap ends through rollers or guides and attaches ends to preceding material in machines.
- Patrols machines to observe flow of materials, and repairs breaks by overlapping and twisting, knotting or splicing.
- Removes lengths containing snarls and rejoins ends.
- Replenishes empty supply packages, removes full take-up packages and replaces them with empty spools.
- Uses brushes or airhoses to remove lint from machines.
- May cut samples from spools for quality control analysis.
- May operate machines which twist or wind yarn together to strengthen it.
- May operate yarn texture machines.
- May mix fibres into uniform blends.
- May lubricate machine parts.

SPECIALISATIONS

Gill Box Operator
Yarn Comber

Yarn Drawing Machine Operator
Yarn Texture Machine Operator

7421-13 COTTON GINNER

Operates machines and equipment to process raw cotton.

SKILL LEVEL

On-the-Job Training: 2 months.

TASKS Include:

- Records characteristics of cotton batches.
- Tends telescopic air suction tubes to convey cotton to cotton gins, and breaks up wads of cotton into puffs.
- Monitors control consoles to control warm air drying to remove leaves and impurities, separate lint from seeds, clean cotton, comb fibres and compress cotton into bales for storage and transportation.
- Weighs bales and takes samples for classing.

SPECIALISATION

Cotton Ginning Bookman/woman

7421-15 WOOL SCOURING OPERATOR

Operates machines and equipment to remove foreign material and oils from greasy wool.

SKILL LEVEL

Previous Experience: 1 year as a factory hand.

On-the-Job Training: 2-4 months.

TASKS Include:

- Blends wool from different bales for feeding into scouring plant.
- Controls the speed and treatment functions of scourers.
- Operates drying equipment by controlling temperature and fans.
- Controls acid, chemical and washing treatments of wool carbonising equipment.
- Controls crushing and willowing equipment to remove carbonised vegetable matter from wool.
- Operates presses and machines to bale scoured and carbonised wool pieces.
- Cleans equipment and work areas.
- May operate neutralizing or lanolin oil recovery equipment.

7423-01 SUPERVISOR, HIDE AND SKIN PROCESSING MACHINE OPERATORS

Supervises and co-ordinates the activities of workers engaged in operating machines to treat and tan hides, skins and leather.

SKILL LEVEL

Previous Experience: 3-5 years as a hide and skin processing machine operator.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

7423-11 HIDE AND SKIN PROCESSING MACHINE OPERATOR

Operates wet and dry area tanning, fellmongering or leather finishing machines.

SKILL LEVEL

Previous Experience: 1 year as a hide and skin processing labourer.

On-the-Job Training: 1-2 months.

TASKS Include:

- Reads specifications and sets up machines.
- Cleans machines and work areas and disposes of waste products.
- May stack items on trolleys.

SPECIALISATIONS**Hide and Skin Fleshing Machine Operator**

Sets, adjusts, feeds and operates machines to remove flesh from skins and hides.

Fellmongering Machine Operator**Woolpulling Machine Operator**

Operates fellmongering, paint spraying, deburring, woolpulling, woolscouring and drying machines, to remove wool or fur from fresh skins.

Tanning Machine Operator

Loads drums or pits with hides or skins and adds tanning solutions.

Controls processing times, temperatures and conditions, and unloads and spreads contents.

Sammying Machine Operator

Sets and adjusts and feeds wet leather through machines to reduce the water content of leather.

Leather Splitting and Shaving Operator

Sets, adjusts, and feeds leather through, splitting and shaving machines, and measures the thickness of splits or shaved leather.

Staking Machine Operator**Leather Drying Operator**

Adjusts, feeds and operates ovens and other leather drying machines.

Leather Printing Operator

Selects and installs pattern plates or rollers in presses and feeds leather through machines to imprint patterns.

Leather Measuring Operator

Feeds and operates leather area measuring machines and records areas and types on finished leather.

Leather Finishing Machine Operator

Adjusts and operates spraying and roller coating machines to apply dyes, base coats and finish top coats.

7425-01 SUPERVISOR, FABRIC PRODUCTION MACHINE OPERATORS

Supervises and co-ordinates the activities of workers engaged in operating machines to produce fabrics, carpets and other materials from yarn.

SKILL LEVEL

Previous Experience: 5-10 years as a textile mechanic or fabric production machine operator.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

7425-11 WARP MACHINE OPERATOR

Warp Beamer
Beamer

Operates machines to draw warp threads through reeds and wind them on to beams for dyeing, weaving or knitting.

SKILL LEVEL

On-the-Job Training: 1-6 months.

TASKS Include:

- Positions yarn packages on creels.
- Lays individual yarn ends through tension guides and reeds.
- Tapes yarn ends to loom beams or ties groups of yarn ends into knots and inserts knots into slots of loom beams.
- Sets length meters, starts machines, regulates speed and observes yarn to detect slubs, breaks and tangles.
- Removes slubs, straightens tangles and ties broken yarn ends.
- Removes full beams and replaces them with empty beams.
- Uses hoists to move beams.
- Maintains operating records such as style numbers, yarn breaks and lengths of yarn beamed.
- Cleans machines.
- May operate high speed automatic warpers.

SPECIALISATIONS**Drawer-In**

Draws warp threads through harness assemblies for weaving, attaches pattern strips and corrects mis-draws using reed hooks.

Tier-In

Joins new warps to old to resume weaving without repeating the drawing-in process.

Warp Sizer**Textile Dresser****Textile Slasher**

Operates machines to saturate sheets of warp yarn with size and wind sized yarn on to loom beams.

7425-13 WEAVER

Operates looms to weave fabrics, carpets or rugs.

SKILL LEVEL

On-the-Job Training: 3-6 months.

TASKS Include:

- Sets up machines.
- Checks positions of warp yarn beams, packages or spools.
- Threads shuttles with weft arms.
- Checks length meters and starts looms.
- Checks for and repairs faults in weave.
- Repairs breaks in yarn by knotting ends together.
- Reports mechanical and weaving faults to textile mechanics.
- Maintains production records.

SPECIALISATION**Carpet Weaver**

Sets up pile-forming mechanisms on carpet weaving machines and checks and repairs faults in patterns, piles, weaves or widths.

7425-15 TEXTILE KNITTING MACHINE OPERATOR

Operates machines to knit fabrics, garment parts or other articles from yarns such as cotton, wool, nylon and rayon.

SKILL LEVEL

On-the-Job Training: 3-6 months.

TASKS Include:

- Installs spools on machines and ties ends of yarn to strands in machines, or threads yarn using hooks.
- Starts machines and laps ends of knitted goods around take-up rollers.

- Observes knitting for defects such as yarn breaks.
- Notifies knitting textile mechanics of defects.
- Cuts knitted fabrics with scissors and removes rolls of cloth from machines.
- Maintains production records.
- Cleans machines and work areas.

7425-17 TEXTILE DYEING AND FINISHING MACHINE OPERATOR

Operates machines to bleach, dye or finish yarn, textile fibres or piece goods, using chemical solutions, water, steam, heat, pressure or mechanical means.

SKILL LEVEL

On-the-Job Training: 1-3 months.

TASKS Include:

- Loads material to be treated into machines.
- Performs treatment processes such as mercerising, shrinking, waterproofing, napping and texturing.
- Takes samples of finished products and matches colours of dyes.
- May measure and mix ingredients for solutions or dyes.
- May adjust flow of water, chemical solutions and steam.
- May observe gauges and regulate controls for temperature, pressure and treatment times.
- May maintain production records.
- May operate equipment to transport materials.

SPECIALISATIONS**Bleaching Machine Operator****Fabric Dyer****Garment Dyer****7425-19 ROPE AND CORD MAKING MACHINE OPERATOR**

Operates machines to make rope, cord or string from fibres, synthetic strands or twine, and wind it on to reels.

SKILL LEVEL

On-the-Job Training: 1-3 months.

TASKS Include:

- Installs tubes to gather and compress yarn.
- Selects and mounts reels of fibre, or yarn bobbins, on creels.
- Threads strands through machines or splices them to lead ropes.

- Operates machines and observes operations to detect malfunctions.
- Repairs breaks in ropes or cords.
- Cuts ropes and binds coils with cord or tape.
- Removes and replaces empty reels.

7425-21 TEXTILE PRODUCTS MENDER

Mends defective stitching or tufting on finished textile products, by hand or machine.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Mounts rolls of material in brackets of examining frames or places bundles of products on work tables.
- Examines material or articles for defects and removes defective portions using blades or scissors.
- Operates sewing machines, mending guns, fringing machines or other equipment to make repairs.
- May clean spots and dirt from articles using soap and water or cleaning fluids.

7425-99 FABRIC PRODUCTION MACHINE OPERATORS NEC

This residual grouping covers Fabric Production Machine Operators not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 3-6 months.

SPECIALISATIONS**Fabric Bonding Machine Operator**

Operates machines to bond fibres with adhesives or uses heat treatments to form non-woven carpets or fabrics.

Adjusts tensioners, roller speeds, temperatures, air-drying flows and adhesive spraying devices.

May mix fibres for bonding, or bond on to backing materials.

Feltmaker**Needle Loom Operator**

Operates needle looms to produce felt or other non woven materials.

Loads rolls of cotton, wool or other fibres into feed holders, and other backing material into machines.

Aligns and threads fibres and backing materials through needle beds of looms and on to take-up spindles.

Tufting Machine Operator

Operates multineedle sewing machines to stitch pile yarn threads on to fabric backing to make tufted carpets.

Positions yarn packages in creels, threads yarn ends through guides on to needles or joins to old ends in machines.

Fixes rolls of backing fabric on machines, passes through guides to new rolls or joins to ends of old rolls.

Adjusts tensioners to smooth fabric.

7427-01 SUPERVISOR, TEXTILE SEWING MACHINISTS

Supervises and co-ordinates the activities of workers engaged in operating industrial sewing and garment finishing machines to produce garments, curtains and soft furnishings.

SKILL LEVEL

Previous Experience: 5-10 years as a dressmaker, upholsterer or sewing machinist.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Examines garment parts or finished articles for defects and correct placement of buttons and fasteners.
- Notifies sewing machine mechanics of defective machines.

7427-11 TEXTILE SEWING MACHINIST (SINGLE NEEDLE)

Operates single needle industrial sewing machines to join, hem, reinforce and attach fasteners to textile products such as garments, bags, curtains and soft furnishings.

SKILL LEVEL

On-the-Job Training: 3 months.

TASKS Include:

- Selects threads according to colours or types of fabric.
- Places spools on spindles and draws threads through machine guides, tensioners and needle eyes.
- Inserts bobbins into shuttles and draws threads through slots in shuttle walls, or draws threads through guides and looper-eyes.
- Positions parts to be sewn under presser foot.
- Starts, stops and controls speed of machines with pedals, and guides parts under needles, following edges, seams or markings.
- Inspects stitching to detect defects and notifies repair mechanics of machine malfunctions.
- Cuts excess material and threads from items.
- Stacks sewn items on trolleys.
- May lubricate machines.
- May change needles and secure modifying attachments to machines.
- May operate thread trimming and other garment finishing machines.

SPECIALISATIONS**Buttonhole Machinist****Garment Finishing Operator****Overlocker**

7427-13 TEXTILE SEWING MACHINIST (MULTI NEEDLE)

Operates multi-needle or other complex industrial sewing machines to join, decorate or sew special structures for garments or other textile products.

SKILL LEVEL

Previous Experience: 1 year as a textile sewing machinist (single needle).

On-the-Job Training: 3 months.

TASKS Include:

- Selects threads according to colours or types of fabric.
- Places spools on spindles and draws threads through machine guides, tensioners and needle eyes.
- Inserts bobbins into shuttles and draws threads through slots in shuttle walls, or draws threads through guides and looper-eyes.
- Positions parts to be sewn under presser feet.
- Starts, stops and controls speed of machines with pedals or knee levers to co-ordinate actions of presser feet, clothes guides, blades and other attachments, and guides parts under needles, following edges, seams or markings on parts.
- Inspects stitching to detect defects and notifies repair mechanics of machine malfunctions.
- Cuts excess material or threads from items.
- Stacks sewn items on trolleys.
- May lubricate machines.
- May change needles and secure modifying attachments to machines.
- May operate thread trimming and other garment finishing machines.

SPECIALISATIONS

Blindstitcher
Glove Sewer
Hemstitching Machine Operator
Pocket Welt Machine Operator

7429-11 SHOEMAKING MACHINE OPERATOR

Operates machines to manufacture footwear.

SKILL LEVEL

On-the-Job Training: 1-2 months.

TASKS Include:

- Cuts shoe linings from leather and other material using clicking machines or continuous cutting machines.
- Positions material on cutting beds of machines and positions dies to obtain correct grains and maximum number of pieces.

- Operates rams to force dies through material, removes and checks pieces and stacks them in bundles according to size, shape and quality.
- Assembles and applies cement to shoe components.
- Places spools of thread on spindles or loopers, and draws threads through guides, slots and needles.
- Guides shoe parts under sewing machine needles, following seams, edges or markings, or moves edges of parts against guides.
- Trims excess threads or material from parts.

SPECIALISATIONS

Heel Builder
Inker Machine Operator (Shoemaking)
Shoemaking Cementer
Shoemaking Finisher
Shoemaking Table Hand

RELATED OCCUPATIONS

Unit Group 4915 Shoemaking and Repairing Tradespersons

7431-01 SUPERVISOR, FOOD PROCESSING MACHINE OPERATORS

Supervises and co-ordinates the activities of workers engaged in operating machines to process food.

SKILL LEVEL

Previous Experience: 3-5 years as a food processing machine operator.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

7431-11 GRAIN AND CEREAL PROCESSING MACHINE OPERATOR

Controls cereal or grain processing machines.

SKILL LEVEL

Previous Experience: 1-3 years as a factory hand.

On-the-Job Training: 2-3 months.

TASKS Include:

- Inspects the cleanliness of silos and monitors the operation of grain elevators, cleaning screens and sieves.
- Makes adjustments to machine flow rates, clears blockages and shovels split chokes.
- Monitors product quality by inspecting and taking samples.
- Inspects, replaces and repairs equipment.
- Cleans equipment and floors, and maintains infestation control programs.

- Inspects products before packaging and adjusts treatment when necessary.
- May assist with maintenance during shutdowns.
- May bag flour, grain, husks, grits and other by-products.
- May operate moulding machines to shape cereal products.
- May operate popping vessels which use high pressure steam.

SPECIALISATIONS**Breakfast Cereal Maker**

Controls size-grading, grinding, milling, moistening, heating and cooking equipment which processes grain into cereal foods.

Maltster

Treats batches of malt using water soaking and germinating vessels, air-blowing, turning and kiln drying equipment.

Bags malt, stores it in bulk bins and loads containers or tankers.

Pasta Maker

Operates machinery to produce pasta by crushing, extruding and flavouring grain products.

Screensman/woman**Topman/woman**

Operates milling and sieving equipment in flour mills.

Smutterman/woman

Operates grain and cereal unloading and cleaning equipment.

Stockfeed Milling Machine Operator

Operates machinery to mix grain and other ingredients to produce pellets or mashes for stockfeeds.

Refers to recipes and weighs ingredients.

Transfers batches to pellet feed tanks or mash storage.

Monitors and adjusts pellet presses.

Assists in changing and cleaning dies.

Food Processing Extruder Operator**RELATED OCCUPATION**

Occupation 4799-11 Miller

7431-13 SUGAR PROCESSING MACHINE OPERATOR

Operates equipment in sugar mills and refineries to process sugar cane, sugar solutions and sugar by-products, directly or by the use of central control facilities.

SKILL LEVEL

On-the-Job Training: 1-2 months.

TASKS Include:

- Studies production schedules and checks equipment.
- Inspects recording charts or gauges and adjusts treatment conditions.
- Takes and inspects samples and records production data.
- Cleans floors, work areas and machinery.
- May perform special start up and shut down procedures on continuously operating equipment.

SPECIALISATIONS**Centrifuge Operator (Sugar Processing)**

Operates automatic centrifuges to separate out sugar crystals and pump solutions to tanks for further processing.

Sugar Boiler and Pan Operator

Observes boiling processes through glass panels in vacuum pans, adjusts steam valves and the flow of liquor to maintain required temperature and control the growth of crystals.

Inspects the size of sugar crystals in samples, breaks vacuum seals and stops boiling when specified concentration and crystal size are achieved.

Releases contents of pans into holding tanks of centrifuges.

Sugar Cane Crusher Operator

Controls sugar cane crushers and associated conveyors and separators in sugar mills.

Sugar Dryer Operator

Operates tumblers, heaters and fans to dry sugar products for packaging or storage.

Sugar Melthouse Attendant**Evaporator Boiler (Sugar Processing)**

Monitors treatments such as melting and blending, temperature control, weighing, filtering and decolourising.

7431-15 SOFT DRINK AND SYRUP MAKING MACHINE OPERATOR (EXCEPT DAIRY)

Operates machines to produce non-dairy syrups, fruit juices and soft drinks.

SKILL LEVEL

On-the-Job Training: 1-2 months.

TASKS Include:

- Cleans and sanitises equipment, pumps, hoses, storage tanks and vessels.
- Moves hoses, assembles flow lines through treatment units and transfers liquid stock to and from tankers, vessels and tanks.
- Assembles filter units and adjusts treatments, temperatures and flow rates.
- Operates heating, chilling or freezing plants, pasteurisers or carbonators, and heat exchangers.
- Prepares solutions according to formulas.
- Observes gauges, adjusts temperature and pressure to dissolve solids, invert sugar, remove air or sterilise syrups.
- Mixes specified quantities of concentrates, sugar, aerated and still water to produce soft drinks.
- Takes samples for analysis and tests for sugar content.
- Records quantities of ingredients used and syrups and soft drinks.
- Cleans floors, work areas and machines.
- May operate vacuum plate evaporators to concentrate juice.
- May operate sulphuring and desulphuring equipment.
- May perform packaging, material handling, bottling and storage tasks.
- May operate bottling equipment.

SPECIALISATIONS**Fruit and Vegetable Juicer Operator**

Processes fruit and vegetables to produce juices and related by-products using extractors, centrifuges or presses.

May treat citrus peel or other solids to extract oils or prepare for candied peel or margarine production.

Syrup Blender

Mixes ingredients in water to make or reconstitute syrups and other solutions used in food production.

May extract flavourings from vanilla beans or other plant matter.

Soft Drink Mixer

Filters mash and separates wort.

Recirculates wort until clarified, transfers it to boiling kettles and adds hops and sugar.

Operates wort chilling and cooling plant and adds yeast to wort while maintaining sterility.

Winery Cellarhand

Performs wine handling tasks in wineries and spirit bond and vintage bottle stores.

May direct the tipping of grape bins, operate grape crushers, monitor additives and pump liquid to drainers or other vessels.

May operate drainers and grape presses, and pump grape juice to fermentation or storage tanks.

May store or treat wine by-products such as marc and lees.

Spirit Blender**7431-17 ALCOHOLIC BEVERAGE MACHINE OPERATOR**

Operates machines and equipment to produce, blend and store beers, wines and spirits, directly or by use of central control facilities.

SKILL LEVEL

On-the-Job Training: 1-2 months.

TASKS Include:

- Cleans and sanitises equipment, pumps, hoses, storage tanks and vessels.
- Moves hoses, assembles flow lines through treatment units and transfers liquid stock.
- Operates filter units.
- Operates heating, chilling, freezing, pasteurising, carbonating, sulphuring and desulphuring plant.
- Prepares special mixtures of ingredients and adds them to liquid stock.
- Collects samples for analysis.
- Disposes of waste products and filter earths.
- Cleans floors, work areas and machines.
- May perform bottling, packaging and storage tasks.
- May maintain records of raw materials and products.
- May prepare yeast cultures and operate fermentation vessels or vats.

SPECIALISATIONS**Brewery Cellar Worker**

Removes yeast from beer fermenting vessels.

Transfers fermented beer through heat exchangers to maturation vats and adds other ingredients.

Controls maturation processes by observing flow meters, temperature and pressure gauges.

Pumps beer to storage tanks through filters, and adjusts pressure and flow of carbon dioxide according to specifications.

Operates flash pasteurisers in preparing beer for filling casks.

Brewhouse Operator

Grinds grain and mixes raw materials, directs their flow into silos or malt mills, and weighs milled grain into containers above mash vessels and cereal cookers.

Initiates beer brewing cycles and monitors pressure, temperature and flow gauges.

7431-19 MEAT AND FISH PROCESSING MACHINE OPERATOR

Operates machines to process meat into meat products and by-products.

SKILL LEVEL

On-the-Job Training: 1-4 months.

TASKS Include:

- Studies production schedules and checks the cleanliness and functioning of machines.
- Handles and processes food.
- Mixes and adds materials such as spices and preservatives to food.
- Moves products between work stations.
- Cleans work areas and removes waste products.
- Inspects food products and makes adjustments to processing machines.
- May package and store food products.

SPECIALISATIONS**Casings Worker**

Operates machine rollers and clinging beaters which clean and press animal intestines to make casings.

Soaks and salts raw materials.

Packages casings for shipment.

Defeather and Eviscerator Operator

Adjusts the water temperature on scalders, and the positions of defeathering discs and gas flames of singeing machines, to defeather poultry.

Monitors automatic evisceration processes.

May remove pin-feathers.

Fish Plant and Machinery Operator

Operates machines such as saws, filleting and cutting machines, can filling machines, battering and deep frying machinery, and prawn processing equipment on fish processing production lines.

Operates equipment to freeze or thaw seafood.

Fish Smokehouse Operator**Meat Smokehouse Operator**

Controls batteries of smoke chambers in which fish or meat cuts are smoked, cooked and cured.

Meat By-Products Machine Operator

Operates equipment to extract and refine grease and tallow from abattoir or butcher shop waste, and crush and bag animal bones.

Meat Mincer Operator**Meat Pickler****Smallgoods Machine Operator**

Operates equipment to grind, cut, mince and press meat and extrude meat or meat emulsion to make sausages and smallgoods.

Cures and cooks meat products.

Prepares seasonings, flavouring agents and pickling solutions, and pickles meat.

Poultry Saws Operator

Operates circular saws to cut poultry into portions for processing, marketing or packing.

7431-21 MILK TREATMENT MACHINE OPERATOR

Operates machines to make cream, yogurt, milk and other dairy products.

SKILL LEVEL

On-the-Job Training: 3 months.

Registration/Licensing: Licences may be required.

TASKS Include:

- Turns valves and starts pumps to wash and sterilise pipes and vats.
- Monitors temperature and pressure gauges, and opens valves to transfer milk through filters to homogenisers.
- Controls steam heating coils or plates to pasteurise milk.
- Takes samples for testing of constituents.
- Adds fluids or milk solids to adjust mixtures to proper butterfat content.
- Cools and transfers products to storage tanks and bottling or packaging machines.
- Records process and production data.
- May activate automatic plant cleaning processes.
- May control bottling and packing machines.
- May unload contents of bulk tankers or milk containers.

SPECIALISATIONS**Custard Maker****Yogurt Maker**

Selects, measures and adds ingredients such as yoghurt cultures or flavourings, according to recipes.

May prepare and ripen bacterial cultures in sterile or skim milk solutions.

Dried Milk Products Maker

Operates and controls evaporating and drying equipment to produce milk powder.

Observes interior walls of drying chambers through portholes and adjusts dryer temperatures, and volumes of liquid sprayed, to obtain specified moisture content and prevent contamination of powder by scale.

7431-23 MARGARINE MAKER**Margarine Blender**

Operates equipment to blend ingredients to produce margarines.

SKILL LEVEL

On-the-Job Training: 1 year.

TASKS Include:

- Pasteurises liquid ingredients.
- Mixes ingredients to formulas under controlled temperature conditions in blenders and agitators.
- Emulsifies liquid mixtures and crystallises them by cooling.
- Reworks emulsions to achieve required texture and colour.
- Transfers margarine to packaging feed tanks.
- Maintains storage conditions for margarine and edible-oil ingredients.
- Collects samples for analysis and verification.
- May blend edible oils, or break down heavy oils.

7431-25 ICE-CREAM MAKER

Prepares ice cream mixes and operates freezers and equipment to make ice cream products.

SKILL LEVEL

On-the-Job Training: 6-12 months.

TASKS Include:

- Assembles pipes and fittings to connect machines.
- Places novelty dies in filler heads.
- Weighs, measures and dumps ingredients, such as powder, colouring, flavouring or syrup, into mixing vats, fruit feeders or holders of rippling pumps.
- Starts agitators, beaters, scrapers and pumps, and turns valves to blend and force mixtures and air into freezer barrels, and refrigerant into coils.
- Observes gauges and adjusts ammeters and pressure, temperature and speed controls.
- Sets feed controls according to freezer speeds to ripple ingredients into mixtures leaving freezer barrels.
- Opens valves to transfer contents to filling machines that pump ice-cream into cartons, cups, cones, or moulds for pies, rolls or tarts.
- Weighs packages and adjusts freezer air valves, or filler heads to deposit products in containers.
- Cleans equipment using sterilizing solutions or steam sprays.
- May operate machines to form ices on poles, seal them into paper containers and package them.

SPECIALISATIONS

Gelato Maker
Ice Confection Maker

7431-27 FOOD FACTORY COOK

Operates machines to cook foods, make jam, sauces or pastes, or to sterilise canned foods.

SKILL LEVEL

On-the-Job Training: 1-2 months.

TASKS Include:

- Receives production schedules detailing types of produce and cooking requirements.
- Cleans and sterilises equipment.
- Controls cooking by adjusting pressure and temperature.
- Controls cooking times according to size, type and condition of food, or by testing samples.
- Records production data.

SPECIALISATIONS

Fish Cooker
Controls the grading, loading, cooking and cooling of fish for further processing.

Fruit Conserve and Sauce Maker
Boils mixtures of fruit, vegetables and other ingredients to make jams, sauces or pastes for bottling or canning.
Adds ingredients and controls agitators and temperature to concentrate mixtures.
Transfers mixtures to feed tanks for canning, bottling or other packaging.

Food Processing Autoclave Operator
Food Processing Retort Operator
Loads baskets or cradles of cans into retorts and secures doors.
Controls temperature, pressure, heating and cooling time.
Unloads retorts and moves sterilised cans to storage.

7431-99 FOOD PROCESSING MACHINE OPERATORS NEC

This residual grouping covers Food Processing Machine Operators not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 1-2 months.

SPECIALISATIONS

Food Size-grading Operator
Operates bin tippers, controls the flow rate of produce and treatments, and frees blockages.
Operates size-grading, washing, drying, chemical treatment, waxing heating or blanching units.

Frozen Food Machine Operator
Monitors the temperature, pressure and flow rates of refrigerant or liquid air to freeze food.

Fruit and Vegetable Peeling Machine Operator
Operates machines to peel, core, slice, dice, pit or cut fruit and vegetables.

Fruit and Vegetable Dehydrator
Pet Food Processing Machine Operator
Vegemite Maker
Yeast Maker

7433-01 SUPERVISOR, PACKAGING MACHINE OPERATORS

Supervises and co-ordinates the activities of workers engaged in operating packaging machines.

SKILL LEVEL

Previous Experience: 3-5 years as a packaging machine operator.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

7433-11 LIQUIDS FILLER

Operates machines and equipment to fill and seal liquids into containers.

SKILL LEVEL

On-the-Job Training: 1-2 months.

TASKS Include:

- Checks the cleanliness and operation of machines, equipment and containers before starting production runs.
- Monitors the supply and quality of containers, and liquids in holding tanks.
- Monitors the filling of containers and adjusts machines to maintain volume and seal quality.
- Takes samples for quality control.
- Cleans work areas and machines.
- May stack filled containers.

SPECIALISATION

Bottling Machine Operator
Operates machines which fill bottles with drinks, sauce, cordials or other liquids and seal them with corks or caps.

7433-99 PACKAGING MACHINE OPERATORS NEC

This residual grouping covers Packaging Machine Operators not elsewhere classified.

SKILL LEVEL

Previous Experience: 1 year as a factory hand.

On-the-Job Training: 1 month.

SPECIALISATIONS**Baling or Compression Machine Operator**

Loads materials and operates machinery to compress and bind materials, such as wool, skins, paper and insulating materials for transportation.

Threads and fastens tie bands or straps around bales.

Can Filler and Closer

Monitors the operation of machines which fill cans and seal on lids, and the quality of food and lid seals.

Depalletiser Operator**Palletiser Operator**

Operates equipment to stack products on pallets or unload pallets.

Food Packaging Machine Operator

Operates machines which fill, wrap and seal food into paper, cardboard, foil, plastic or glass containers.

Monitors the functioning of code or date stamping machinery.

Machine Labeller

Operates machines to glue labels on to containers.

Shrinkwrap Operator

Places plastic envelopes over stacked packages and heats them to shrink and tighten them.

Strapping Machine Attendant

Operates machines to strap bundles of materials or cartons with metal or plastic straps.

Sack and Bag Filler**TASKS Include:**

- Sorts exposed film in cartridges for different processing batches.
- Removes exposed film from cartridges in dark rooms or dark chambers and attaches to loading racks or loads into feeder slots.
- Adjusts settings and starts automatic developing machines.
- Inspects developed negatives, and adjusts settings on print-making machines to produce required number, size and type of prints.
- Mounts slidefilms in frames.
- Inspects prints, packages negatives and prints, and files them for collection or distribution.
- Checks and replenishes chemicals, print paper, and water supply, heating and cooling systems.
- May prepare chemical solutions for different techniques and effects.
- May progressively transfer film through developing, fixing and other solutions based on tables of immersion times or temperatures.
- May hang film to dry.
- May operate enlargers to produce prints of non-standard size.
- May develop motion picture film.

SPECIALISATIONS**Copy Camera Operator****Dark Room Attendant****Microfiche Reproduction Operator****Negative Producer and Cutter****Photographic Enlarger Operator****Photographic Laboratory Assistant****Print Finisher****Slide Developer****RELATED OCCUPATION**

Occupation 3999-25 Photograph Retoucher

7435-01 SUPERVISOR, PHOTOGRAPHIC PRODUCTS MACHINE OPERATORS

Supervises and co-ordinates the activities of workers engaged in manufacturing and developing photographic film.

SKILL LEVEL

Previous Experience: 3-5 years as a photographic products machine operator.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATIONS**Supervisor, Photographic Developers and Printers****Supervisor, Photographic Film Manufacturing Operators****7435-11 PHOTOGRAPHIC DEVELOPER AND PRINTER**

Develops black and white or coloured photographic film, and makes prints by operating fully automatic machines or by separate processes.

SKILL LEVEL

On-the-Job Training: 2 months.

7435-13 PHOTOGRAPHIC FILM MANUFACTURING OPERATOR

Operates machines to cut and package photographic film or print paper.

SKILL LEVEL

On-the-Job Training: 3 months.

TASKS Include:

- Sets up machines for type of photographic material required.
- Loads rolls of photographic material on to feed spools and checks supply of lightproof packaging materials or cartridges.
- Starts machines and takes samples of photographic material for testing.

- Ensures correct labelling of film and paper.
- May operate machines which produce rolls of film, rolls of paper, sheets of film or sheets of paper.

SPECIALISATIONS**Film Cutter****Film Spooler**

Winds unexposed film onto spools in dark rooms, cutting to length and packaging in lightproof cartridges or containers.

Silver Recovery Operator

Operates machines which recover silver from photographic waste or unexposed photographic film.

Photographic Paper Cutter**7499-01 SUPERVISOR, OTHER MACHINE OPERATORS**

Supervises and co-ordinates the activities of workers engaged in operating machines such as tobacco processing and dry-cleaning machines, and military weapons.

SKILL LEVEL

Previous Experience: 3-5 years as a machine operator.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

7499-11 TOBACCO TECHNICAL OPERATOR

Sets up, monitors, adjusts and repairs cigarette and tobacco processing machines.

SKILL LEVEL

On-the-Job Training: 9-12 months.

TASKS Include:

- Studies product specifications to determine work requirements.
- Sets up or adjusts machines to regulate the length and diameter of cigarettes, printing of brand names or modes of packaging.
- Monitors machine operations and production readouts to detect malfunctions.
- Locates sources of faults, and repairs or adjusts mechanisms.
- Refers more complex problems to maintenance fitters or electronics technicians.
- Undertakes regular maintenance of machines.
- Maintains records of production.

7499-13 TOBACCO MACHINE ATTENDANT

Operates machines to process tobacco or manufacture tobacco products.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Selects tobacco grades according to formula or other specifications.
- Loads raw materials, such as tobacco, paper, filters, casing fluids or packaging materials, into feeder mechanisms.
- Starts machines, monitors their operation and corrects minor faults.
- Controls tobacco conditioning by regulating heat, steam and flavours.
- Refers problems to tobacco technical operators.
- Removes and stacks output.

SPECIALISATIONS**Cigarette Making Machine Operator****Tobacco Dryer Attendant****7499-15 DRY CLEANING MACHINE OPERATOR**

Operates machines to dry clean garments, curtains and furnishings.

SKILL LEVEL

On-the-Job Training: 3-6 months.

TASKS Include:

- Sorts and examines articles to be cleaned and separates stained articles and articles requiring hand cleaning.
- Weighs articles into lots of equal weight to ensure proper loading of machines.
- Loads articles into drums of machines and starts cleaning cycles.
- Moves articles into and out of machines.
- Presses articles after cleaning, using puff irons, hand irons, steam tunnels, steam finishing body forms or steam presses.
- Undertakes routine maintenance of dry cleaning machines.
- May treat stains with solvents.
- May dye articles using commercial dyeing compounds.
- May hang rugs to air after removal from dry cleaning machines.
- May waterproof garments with waterproofing solutions.
- May assemble orders, collect payments, and receive and despatch goods.

7499-17 LAUNDRY MACHINE OPERATOR

Operates machines to mark, iron, fold, stack, tie, package and roll or unroll flatwork or garments in laundry establishments.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Clamps or feeds articles to machines.
- Controls laundry machines.
- Smooths articles and guides them through machines, checking for stains and holes.
- Stops and starts machines to untangle, straighten or remove articles.
- Folds or rolls processed articles.
- Adds cleaning agents and starches to machines.
- May tie and package articles, stack them on shelves or place them into baskets.
- May sort or count articles on receipt.
- May prepare orders for despatch.

SPECIALISATION

Folding Machine Operator

7499-19 MILITARY WEAPONS OPERATOR

Operates and maintains military weapons and equipment.

SKILL LEVEL

On-the-Job Training: 1 year.

TASKS Include:

- Detects and identifies targets.
- Loads, sights and fires weapons.
- Transports weapons or drives armoured fighting vehicles to combat zones as directed by commanding officers.
- Cleans and maintains weapons.
- Maintains armoured fighting vehicles to ensure they remain operable in combat.
- Lays minefields and traps, and prepares defence positions to protect airfields and other locations.

SPECIALISATIONS

Airfield Defence Guard
Armoured Fighting Vehicle Crewman
Armoured Fighting Vehicle Driver
Assault Trooper
Firecontroller (Navy)
Gun Number
Infantryman
Mortarman

Quartermaster Gunner
Rifleman

7499-21 PRINTING BINDERY ASSISTANT

Sets up and operates machines which bind and finish books and printed products.

SKILL LEVEL

On-the-Job Training: 3-6 months.

TASKS Include:

- Sets up machines for operation.
- Operates and adjusts machines, clears waste and cleans work areas and machines.
- May prepare and load printed products into feeding mechanisms.
- May make-ready folding machines and check folded articles.
- May set up and monitor the operation of automated binding lines.
- May set up and operate specialised casing-in, mini binder, carton folding and glueing machines, and other finishing units.
- May maintain and lubricate machines.

7499-23 PRINTING TABLE HAND

Operates bindery machines and performs manual binding and finishing of books and printed products.

SKILL LEVEL

On-the-Job Training: 3-6 months.

TASKS Include:

- Arranges stacks of printed products in sequence on tables, or loads them into feeding mechanisms of machines.
- Operates machines which perform bindery functions such as collating, folding (to a pre-determined layout), glueing, tipping, banding and wrapping.
- Prepares test copies and checks the accuracy of work.
- Performs hand binding and finishing operations.
- May operate specialised machines such as casing-in and mini binders or automatic carton folding and glueing machines.

MAJOR GROUP 7

PLANT AND MACHINE OPERATORS, AND DRIVERS

7499-99 MACHINE OPERATORS NEC

This residual grouping covers Machine Operators not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 3-6 months.

SPECIALISATIONS

- Brushmaker
- Pressurised Container Filler
- Sand Blaster

MAJOR GROUP 8

LABOURERS AND RELATED WORKERS

- 81 Trades Assistants and Factory Hands**
- 82 Agricultural Labourers and Related Workers**
- 83 Cleaners**
- 84 Construction and Mining Labourers**
- 89 Miscellaneous Labourers and Related Workers**



MAJOR GROUP 8**LABOURERS AND RELATED WORKERS****8 LABOURERS AND RELATED WORKERS****81 TRADES ASSISTANTS AND FACTORY HANDS****8101 TRADES ASSISTANTS**

- 8101-11 Metal Trades Assistant
- 8101-13 Construction Trades Assistant
- 8101-15 Electrical and Telecommunications Trades Assistant
- 8101-99 Trades Assistants nec

8103 ASSEMBLERS

- 8103-01 Supervisor, Assemblers
- 8103-11 Metal and Metal Products Assembler
- 8103-13 Electrical and Electronic Equipment Assembler
- 8103-15 Jewellery Assembler
- 8103-17 Wood Products Assembler

8105 HAND PACKERS

- 8105-11 Meat Packer
- 8105-13 Fruit and Vegetable Packer
- 8105-99 Hand Packers nec

8107 INDUSTRIAL SPRAY PAINTERS

- 8107-11 Industrial Spray Painter

8109 QUALITY CONTROLLERS

- 8109-11 Product Grader
- 8109-13 Product Examiner
- 8109-15 Product Tester
- 8109-17 Product Weigher

8199 OTHER TRADES ASSISTANTS AND FACTORY HANDS

- 8199-01 Supervisor, Other Trades Assistants and Factory Hands
- 8199-11 Metal Processing and Finishing Factory Hand
- 8199-13 Sawmill Labourer
- 8199-15 Wood and Wood Products Factory Hand
- 8199-17 Pulp, Papermaking and Paper Products Factory Hand
- 8199-19 Cement and Concrete Plant Labourer
- 8199-21 Clay Processing Factory Hand
- 8199-23 Chemical Plant Labourer
- 8199-25 Rubber and Plastics Factory Hand
- 8199-27 Hide and Skin Processing Labourer

- 8199-29 General Hand (Printing)
- 8199-31 Glassware Process Assistant
- 8199-33 Meatworks Labourer
- 8199-35 Meat Boner and Slicer
- 8199-37 Poultry Process Worker
- 8199-39 Fish Process Worker
- 8199-41 Baking Factory Hand
- 8199-43 Dairy Factory Hand
- 8199-45 Egg Process Worker
- 8199-47 Fruit and Vegetable Factory Hand
- 8199-99 Trades Assistants and Factory Hands nec

82 AGRICULTURAL LABOURERS AND RELATED WORKERS**8201 FARM HANDS AND ASSISTANTS**

- 8201-01 Supervisor, Farm Hands and Assistants
- 8201-11 Livestock and Field Crop Farm Hand
- 8201-13 Fruit, Vegetable and Nut Farm Hand
- 8201-15 Shearing Shed Hand
- 8201-99 Farm Hands and Assistants nec

8203 FORESTRY LABOURERS

- 8203-01 Supervisor, Forestry Labourers
- 8203-03 Supervisor, Logging Labourers
- 8203-11 Tree Faller
- 8203-13 Forestry Worker
- 8203-15 Logging Worker

8205 NURSERY AND GARDEN LABOURERS

- 8205-11 Nursery Assistant (Horticulture)
- 8205-13 Garden Labourer

8299 OTHER AGRICULTURAL LABOURERS AND RELATED WORKERS

- 8299-11 Shooter-Trapper
- 8299-99 Agricultural Labourers and Related Workers nec

83 CLEANERS**8301 CLEANERS**

- 8301-01 Supervisor, Cleaners
- 8301-11 Industrial Cleaner
- 8301-13 Commercial Cleaner
- 8301-15 Hospital Cleaner
- 8301-17 Window Cleaner
- 8301-19 Carpet Cleaner

8301-21 Motor Vehicle Cleaner

8301-99 Cleaners nec

84 CONSTRUCTION AND MINING LABOURERS

8401 INSTALLATION WORKERS

8401-11 Building Insulation Installer

8401-13 Home Improvements Installer

8403 CONCRETE WORKERS

8403-11 Concrete Worker

8405 STRUCTURAL STEEL AND RELATED CONSTRUCTION LABOURERS

8405-11 Scaffolder

8405-13 Rigger (Construction)

8405-15 Steel Fixer

8405-17 Structural Steel Erector

8407 EARTHMOVING LABOURERS

8407-11 Earthmoving Labourer

8409 PAVING AND SURFACING LABOURERS

8409-01 Supervisor, Paving and Surfacing Labourers

8409-11 Paving and Surfacing Labourer

8411 SURVEY HANDS

8411-11 Survey Hand

8413 RAILWAY LABOURERS

8413-01 Supervisor, Railway Labourers

8413-11 Railway Labourer

8415 MINING AND MINERAL ORE TREATING LABOURERS

8415-11 Mining Labourer

8415-13 Driller's Offsider

8415-15 Mineral Ore Processing Labourer

8499 OTHER CONSTRUCTION AND MINING LABOURERS

8499-11 Lagger

8499-13 Crane Chaser

8499-15 Fence Erector

8499-17 Building Construction Labourer

89 MISCELLANEOUS LABOURERS AND RELATED WORKERS

8901 USHERS AND DOOR ATTENDANTS

8901-11 Door Attendant

8901-13 Entertainment Usher

8901-15 Ticket Taker

8903 LUGGAGE PORTERS

8903-01 Supervisor, Luggage Porters

8903-11 Luggage Porter

8905 GARBAGE COLLECTORS

8905-01 Supervisor, Garbage Collectors

8905-11 Garbage Collector

8907 STOREMEN/WOMEN

8907-01 Supervisor, Storemen/women

8907-11 Storeman/woman

8909 FREIGHT AND FURNITURE HANDLERS

8909-01 Supervisor, Freight and Furniture Handlers

8909-11 Freight Handler (Road and Rail)

8909-13 Furniture Packer

8909-15 Wharf Labourer

8909-17 Truck Driver's Offsider

8911 GUARDS AND SECURITY OFFICERS

8911-01 Supervisor, Guards and Security Officers

8911-11 Railway Patrol Officer

8911-13 Security Officer

8911-15 Railway Guard

8911-99 Guards and Security Officers nec

8913 CARETAKERS

8913-11 Caretaker

8915 HOUSEKEEPERS

8915-11 Executive Housekeeper

8915-13 Domestic Housekeeper

8917 LAUNDRY WORKERS

8917-01 Supervisor, Laundry Workers

8917-11 Laundry Worker

MAJOR GROUP 8

LABOURERS AND RELATED WORKERS

8919	KITCHENHANDS
8919-11	Kitchenhand
8921	WARD HELPERS
8921-01	Supervisor, Ward Helpers
8921-11	Ward Assistant
8921-13	Hospital Food Serviceperson
8921-15	Nursing Assistant
8923	VEHICLE ACCESSORIES FITTERS
8923-01	Supervisor, Vehicle Accessories Fitters
8923-11	Vehicle Accessories Fitter
8925	FISHERMEN/WOMEN, DECKHANDS AND SEAMEN/WOMEN
8925-01	Boatswain
8925-11	Seaman/woman
8925-13	Fisherman/woman
8999	OTHER LABOURERS AND RELATED WORKERS
8999-11	Animal Attendant
8999-13	Pest and Weed Controller
8999-15	Vending Machine Attendant
8999-17	Lampman/woman
8999-19	Handyman/woman
8999-21	Funeral Attendant
8999-23	Veterinary Nurse
8999-25	Railway Station Assistant
8999-27	Automotive Parts Recycler
8999-99	Labourers and Related Workers nec

MAJOR GROUP 8

LABOURERS AND RELATED WORKERS

8101-11 METAL TRADES ASSISTANT

Assists metal tradespersons by performing routine metalworking tasks.

SKILL LEVEL

On-the-Job Training: 3-6 months.

TASKS Include:

- Assists metal tradespersons by positioning and holding metal stock or products to enable work to be carried out.
- Hands tradespersons tools, and holds tools not immediately required.
- Performs assembly and dismantling operations, such as screwing or bolting.
- Transports tools, materials and workpieces to and from sites or workbenches.
- Operates power hammers, presses or other cutting and shaping tools and machines.
- Cleans and prepares working surfaces.

SPECIALISATIONS

Blacksmith's Striker
Boilermaker's Assistant
Fitter's Assistant
Metal Forger's Assistant
Metal Moulder's Assistant

8101-13 CONSTRUCTION TRADES ASSISTANT

Assists building tradespersons to erect and repair structures and facilities on building and construction sites, in locations such as factories producing pre-fabricated building components, and in building suppliers' establishments.

SKILL LEVEL

On-the-Job Training: 3-6 months.

TASKS Include:

- Loads and unloads building and construction materials, tools and equipment and transports them about work sites.
- Assists building tradespersons as directed by handing them tools and holding materials in place.
- Performs building and installation work under the direction of tradespersons.
- Cleans and stores tools and equipment.
- Erects temporary structures such as barricades around work sites.
- Collects and removes rubble and waste material from sites.
- Lifts and holds heavy parts in position for securing.

SPECIALISATIONS

Pipelayer
Lays and joints pipes, under direction.
Bricklayer's Trades Assistant
Carpenter's Trades Assistant
Painter and Decorator's Assistant
Plasterer's Assistant
Plumber's Trades Assistant
Roof Slater and Tiler's Assistant
Signwriter's Assistant
Wall and Floor Tiler's Assistant

8101-15 ELECTRICAL AND TELECOMMUNICATIONS TRADES ASSISTANT

Assists electrical and telecommunications tradespersons and performs routine installation and maintenance work under supervision.

SKILL LEVEL

On-the-Job Training: 2-6 months.

TASKS Include:

- Transports, packs, unpacks and sets up tools and equipment.
- Performs manual tasks such as earthmoving, vegetation trimming and concreting.
- Lays out wiring, conduits and other installations.
- Erects barricades and protective coverings at work sites.
- May install and test less complex devices, such as electrical meters and time clocks and single point telephones and accessories.
- May operate plant and vehicles.

SPECIALISATIONS

Electrical Powerlinesman/woman's Assistant
Cable Joiner's Assistant
Assists electrical tradespersons to perform electrical wiring and installation work.
Telecommunication Lineman/woman's Assistant
Assists telecommunications tradespersons in installing telecommunications equipment.

8101-99 TRADES ASSISTANTS NEC

This residual grouping covers Trades Assistants not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 1-6 months.

SPECIALISATIONS

Powder Monkey's Assistant

Shot Firer's Assistant

Assists blasting tradespersons in setting and detonating explosives.

Carpetlayer's Assistant

Garage Assistant

Lubritorium Attendant

Motor Mechanic's Trades Assistant

Rigger's Assistant

8103-01 SUPERVISOR, ASSEMBLERS

Supervises and co-ordinates the activities of workers engaged in assembling components of metal products, electrical and electronic equipment, jewellery and wood products.

SKILL LEVEL

Previous Experience: 5 years as an assembler.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

8103-11 METAL AND METAL PRODUCTS ASSEMBLER

Assembles components and sub-assemblies of metal products using hand and power tools and preset welding machines.

SKILL LEVEL

On-the-Job Training: 1-8 weeks.

TASKS Include:

- Locates, positions and secures components on workbenches.
- Punches or drills mounting holes in parts or assembled products.
- Assembles and secures components in sequence.
- Deburs and finishes items using files, grinding wheels or emery paper.

SPECIALISATIONS

Vehicle Assembler

Assembles motor vehicles on assembly lines.

Metal Window Assembler

8103-13 ELECTRICAL AND ELECTRONIC EQUIPMENT ASSEMBLER

Assembles electrical and electronic equipment, products and appliances using hand and power tools.

SKILL LEVEL

On-the-Job Training: 1-2 weeks.

TASKS Include:

- Locates, positions and secures components on workbenches.
- Cuts wires to required length.
- Removes insulation from wire ends.
- Punches or drills mounting holes in parts to be assembled.
- Assembles and secures components in sequence.
- Bolts and screws, rivets, crimps, glues, solders or spot welds wire and components.
- Deburs and finishes items using files or emery paper.
- May manually wind light electrical field coils.

SPECIALISATION

Light Coil Winder

8103-15 JEWELLERY ASSEMBLER

Jewellery Benchworker

Assembles components of jewellery and precious metal articles using hand and power tools and pre-set machines.

SKILL LEVEL

On-the-Job Training: 1-13 weeks.

TASKS Include:

- Attaches or fastens jewellery or jewellery parts to fabricate bracelets, necklaces, brooches and earrings.
- Grips links and twists link joints open.
- Slides jewellery parts into open links and closes link joints by clinching.
- Selects pins or clips and fits ends into holes of jewellery items.
- Positions jewellery items between jaws of machines and squeezes joints together.
- Examines jewellery and rejects defective pieces.
- May cut chains or ribbons.

8103-17 WOOD PRODUCTS ASSEMBLER

Assembles and fastens parts of joinery products into furniture or frames using hand or power tools.

SKILL LEVEL

Previous Experience: 3-6 months as a wood and wood products factory hand.

On-the-Job Training: 1-3 months.

TASKS Include:

- Assembles prepared wooden parts by nailing, screwing, glueing and dowelling.
- Fits hardware items such as hinges, catches and knobs to wooden parts.
- Trims wooden parts to ensure all parts fit together smoothly.
- Fabricates wooden components of furniture.

SPECIALISATIONS

Furniture Assembler

Assembles and fixes together component parts used in the manufacture of furniture.

Joinery Assembler

8105-11 MEAT PACKER

Meat Wrapper

Weights, wraps and labels meat and meat products.

SKILL LEVEL

On-the-Job Training: 1-2 weeks.

TASKS Include:

- Obtains supplies of prepared meat and assembles bags, package folders and cartons.
- Wraps protective material around fresh meat cuts.
- Cuts smoked or cured meat into slices using slicing machines.
- Removes meat slices from discharge trays of slicing machines and arranges package folders or plastic bags.
- Weighs or measures meat.
- Vacuum seals bags or packages and attaches pre-printed labels.
- Counts and places bags or packages on to trays or racks, or into shipping cartons.
- Stamps or stencils identifying data on cartons.
- Visually inspects materials and containers.
- Records information such as numbers, weight, times and dates.
- May start, stop or regulate conveyors to receive or dispose of packaged products.
- May replenish packing materials.
- May stack cartons on to pallets for shipment.

8105-13 FRUIT AND VEGETABLE PACKER

Weights, wraps and labels fruit and vegetables.

SKILL LEVEL

On-the-Job Training: 1-2 weeks.

TASKS Include:

- Obtains fruit and vegetables and assembles bags, containers and cartons.
- Inserts fillers and liners into containers.
- Packs containers or bags with products, counting, weighing or measuring amounts and adjusting quantities.
- Seals bags and containers and attaches pre-printed labels.
- Sorts packaged products by weight or content.
- Visually inspects products and containers.
- Records packing information.
- May start, stop or regulate conveyors to receive or dispose of packaged products.
- May pack items in patterns according to size.
- May replenish packing materials such as boxes, cartons, containers, wrapping and staples.
- May stack cartons on to pallets for shipment.

8105-99 HAND PACKERS NEC

This residual grouping covers Hand Packers not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 1-2 weeks.

SPECIALISATIONS

Grocery Packer

Shirt Packer

8107-11 INDUSTRIAL SPRAY PAINTER

Operates spray painting equipment to paint or apply coatings to manufactured items.

SKILL LEVEL

Previous Experience: 1 year as a factory hand.

On-the-Job Training: 1-2 months.

TASKS Include:

- Sandpapers, grinds or cleans surfaces of items to be painted.
- Loads paint and other coating materials into machines.
- Secures items into clamps or frames in spray booths.
- Starts extractor and drying fans and heaters.
- Directs spray guns to apply even coatings.
- Moves items to drying areas and unloads and stacks them for further painting or packaging.
- Cleans nozzles, containers and hoses of machines.

- May rub down painted items between coats.
- May operate paint dipping baths and conveyor equipment.
- May touch up defective areas of painted items.

8109-11 PRODUCT GRADER

Grades primary produce by evaluating individual items or batches in terms of established standards, and records results.

SKILL LEVEL

Previous Experience: 1-2 years as a factory hand or hand packer.

On-the-Job Training: 1-3 months.

TASKS Include:

- Inspects all products or selects samples for inspection.
- Examines products for defects such as disease in food items or faults in timber.
- Takes measurements to determine quality and quantity of products.
- Designates grading of produce and records details of assessments according to classification system.
- Prepares reports.
- May record assessments by labelling items such as carcasses or pieces of timber.
- May grade batches of produce such as crates of fruit and vegetables.
- May arrange storage and distribution of produce after grading.
- May visit suppliers to give advice and information and to make preliminary assessments.
- May recommend dumping of unsatisfactory produce.
- May perform tests on samples or produce to determine quality.

SPECIALISATIONS

Fruit and Vegetable Classifier
Meat Grader
Milk and Cream Grader
Timber Grader

8109-13 PRODUCT EXAMINER

Quality Control Inspector

Examines products to ensure conformity to specifications and standards of presentation and quality.

SKILL LEVEL

Previous Experience: 1-5 years as a machine operator.

On-the-Job Training: 2-6 months.

TASKS Include:

- Studies product specifications.
- Inspects all output or takes samples for inspection.
- Examines output for visible defects such as cracks, holes and breakages.
- Takes measurements to determine conformity to specifications.
- Checks details of assemblies such as torque of nuts on vehicles.
- Marks defects or rejects articles.
- Makes minor repairs or adjustments to products.
- Compiles summary reports, maintains documentation and reports findings.
- May operate products to monitor performance.

SPECIALISATIONS

Equipment Assembly Inspector
Film Examiner
Metal Products Viewer
Textile Examiner
Tyre Finisher and Examiner
Vehicle Assembly Inspector

RELATED OCCUPATIONS

Unit Group 3905 Inspectors and Regulatory Officers

8109-15 PRODUCT TESTER

Product Testing Assistant

Collects product samples, conducts tests to determine quality of produce and maintains records of results.

SKILL LEVEL

Previous Experience: 1-2 years as a machine operator.

On-the-Job Training: 3-12 months.

TASKS Include:

- Collects and labels samples for inspection.
- Records details of sampling procedures and sources of samples.
- Inspects samples and prepares them for testing.
- Carries out prescribed tests.
- Records results of tests and prepares reports.

SPECIALISATIONS

Coal Sample Tester
Glassware Verifier
Iron Pellet Tester

RELATED OCCUPATIONS

Unit Group 3905 Inspectors and Regulatory Officers

MAJOR GROUP 8

8109-17 PRODUCT WEIGHER

Weighs quantities of materials to be used in production, or of products for packaging.

SKILL LEVEL

On-the-Job Training: 1 week.

TASKS Include:

- Selects materials from stores or takes samples from production lines.
- Uses scales to weigh quantities of ingredients or products.
- Reads and records weights and variations from standards.
- Compiles reports and forwards them to management.
- May check the accuracy of scales and make adjustments.
- May transfer items to or from weighing areas.

8199-01 SUPERVISOR, OTHER TRADES ASSISTANTS AND FACTORY HANDS

Supervises and co-ordinates the activities of workers engaged in manual tasks in factories and processing plants.

SKILL LEVEL

Previous Experience: 5 years as a factory hand.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

8199-11 METAL PROCESSING AND FINISHING FACTORY HAND Metal Processing and Finishing Labourer

Performs routine manual tasks in metal processing and finishing factories and plants.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Sorts scrap metal and dumps it into crushers or bundling machines.
- Identifies finished products using tags or coloured paint.
- Scrapes carbon, dirt and metal particles from interiors of moulds.
- Cleans and assists in the re-lining of furnaces and soaking pits.
- Breaks up slag and metal spills using sledge and jack hammers.
- Operates lifting equipment to secure and immerse products in cleaning baths prior to coating.

LABOURERS AND RELATED WORKERS

- Unloads coated products from plant.
- Removes dross from bottom of cooling baths.
- Operates automatic welding equipment to join sections of coils or strips.
- Cleans work areas and machinery using solvents, brushes and air hoses.
- Transports and stores finished products.
- May cool products by immersion.
- May assist in loading and unloading trucks, and packing products for shipment.

SPECIALISATIONS

Blast Furnace Helper
Metal Dipper
Metal Processing Marker
Tinning Line Assistant

8199-13 SAWMILL LABOURER

Performs routine manual tasks in sawmills or timber yards.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Rolls logs from trucks or conveyors to log decks or saw carriages.
- Removes embedded objects from logs.
- Aligns logs or timber on conveyors and clears blockages.
- Sorts and stacks timber during milling.
- Cleans work areas to remove bark and sawdust.

SPECIALISATIONS

Tailer Out
Unloads cut timber from tail ends of machines and sorts and stacks it.

Timber Stacker

8199-15 WOOD AND WOOD PRODUCTS FACTORY HAND Wood and Wood Products Labourer

Performs routine manual tasks in wood processing and timber products factories.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Places logs or wood billets on equipment such as lathes or conveyors for processing into veneer, wood chip or pulp.

- Transports processed wood products such as plywood, chipboard sheets and panels to work areas.
- Clears blockages in machines.
- Assists in measuring and cutting materials.
- Assists in the setting up and operation of plant and ancillary equipment used in the manufacture of sheets and boards.
- Stencils information on finished products.
- Packs and loads finished products for transportation.
- Cleans and sweeps work areas to remove offcuts and sawdust.
- May assist in cleaning tools and equipment.

SPECIALISATIONS

Furniture Manufacturing Labourer
Joinery Factory Hand
Hardboard Factory Hand
Particleboard Factory Hand
Plywood Factory Hand

8199-17 PULP, PAPERMAKING AND PAPER PRODUCTS FACTORY HAND
 Pulp, Papermaking and Paper Products Labourer

Performs routine manual tasks in paper pulp, paper making and paper product factories.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Places logs into hoppers and conveyors.
- Cuts wet pulp and loads materials such as wood chips and pulpwood into machines.
- Assists in cleaning machinery and work areas.
- Collects and transports waste paper and pulp to work areas.

8199-19 CEMENT AND CONCRETE PLANT LABOURER

Performs routine manual tasks in cement and concrete manufacturing plants and factories.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Greases and assembles concrete moulds.
- Holds reinforcing steel in position during concrete pours.

- Stacks batches of wet concrete moulds coming off production lines.
- Strips moulds from dried concrete products such as pipes, slabs and blocks.
- Places products on pallets or racks for curing.
- Cleans moulds for re-use.
- Assists in finishing cement and concrete products.
- Loads products for transport.
- Cleans equipment and work areas.
- May treat products with chemicals and high pressure water jets to treat exposed surfaces.

8199-21 CLAY PROCESSING FACTORY HAND
 Clay Processing Labourer

Performs routine manual tasks in clay processing factories.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Loads clay into machines which prepare and process clay products and associated glazes.
- Removes, trims and stacks ceramic products.
- Stacks products on kiln cars, pallets or trolleys.
- Moves kiln cars or trolleys to and from kilns, dryers, sorting and storage or shipping areas.
- Removes and stacks kiln holding and supporting devices for re-use.
- Builds and pulls down kiln doors and seals crown openings.
- Packs products for distribution.
- Cleans machinery and work areas.
- May examine and grade products.

SPECIALISATIONS

Brick Handler
Kiln Labourer

8199-23 CHEMICAL PLANT LABOURER

Performs routine manual tasks in chemical processing plants.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Unloads materials from vehicles and containers by shovelling, dumping and scooping or opening flow valves.

MAJOR GROUP 8

- Delivers bulk or packaged materials to processing areas.
- Dumps ingredients into mixers, blenders, kettles, mills or feed hoppers.
- Opens valves to heat, cool or agitate chemical compositions or solutions.
- Obtains and delivers samples to laboratories for testing.
- Fastens caps or covers on containers.
- Attaches labels or stencils information on to products.
- Cleans machines, processing equipment and work areas.
- Fills containers with processed material.
- Loads products for shipping.

SPECIALISATIONS

Gas Plant Labourer
Munitions Factory Hand
Paint Factory Hand

8199-25 RUBBER AND PLASTICS FACTORY HAND

Rubber and Plastics Products Labourer

Performs routine manual tasks in rubber and plastics factories.

SKILL LEVEL

On-the-Job Training: 1-3 months.

TASKS Include:

- Dumps material into hoppers of machines.
- Stops moulding machines and discharges contents.
- Cuts foam products from foam blocks.
- Prepares moulds for making fibre reinforced plastic products, by filling cracks or depressions in mould surfaces with plastic, and smoothing with sand paper.
- Cleans moulds, and waxes and polishes surfaces.
- Sprays moulds with gelcoat to produce finished surfaces.
- Brushes or sprays parting agents on to moulds to assist removal of moulded products.
- Builds up layers of fibreglass and resin on moulds.
- Cleans brushes, rollers and spray equipment after use.
- May smooth rough edges of moulds using files, grinders and sanders.

SPECIALISATIONS

Cellular Plastics Cutter
Hand Laminator
Lay-Up Hand
Mould Hand (Plastics)
Plastic Sheet Fabricator

LABOURERS AND RELATED WORKERS

8199-27 HIDE AND SKIN PROCESSING LABOURER

Performs routine manual tasks in leather, skin and hide tanning, and finishing factories.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Unloads green hides and skins for fleshing.
- Fleshes hides by cutting out pieces of flesh, fat or hide.
- Lays out skins and hides for classing and restacks them for drying.
- Arranges hides and skins in stacks and tends heaters to dry them.
- Sprays dried hides with preservatives.
- Loads hides, skins and chemicals into treatment drums.
- Loads hides and skins into bales and assists in bale pressing and securing.
- Ridges wet blue-leather by cutting with knives.
- Moves hides and skins around tanneries.
- Cleans equipment and work areas.

SPECIALISATIONS

Fellmongery Hand
Flesher Hand
Tannery Hand

8199-29 GENERAL HAND (PRINTING)

Performs routine manual tasks to assist in the production of printed materials.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Loads paper or paperboard, in sheets or reels, into the feed mechanisms of printing machines.
- Removes printed products from delivery mechanisms.
- Washes rollers, blankets and plates at the end of printing runs.
- Cleans dampening rollers and presses.
- Removes waste materials and cleans machines and work areas.
- Bundles, loads and stores finished products.

SPECIALISATIONS

Printing Machine Assistant

Assists in the setting up and operation of sheet-feed or web-feed printing presses.

Newspaper Press General Hand

8199-31 GLASSWARE PROCESS ASSISTANT

Performs routine manual tasks to assist in the production of glassware.

SKILL LEVEL

On-the-Job Training: 1-2 months.

TASKS Include:

- Assists in setting up, adjusting and repairing automatic machines and equipment.
- Transfers moulds to and from mould shops.
- Removes and replaces glass moulds and components, and adjusts molten glass shears and furnace channel openings according to instructions.
- Cleans and lubricates plant and equipment.
- Swabs machine blanks, moulds, feeder chutes and baffle plates.
- Checks weights of glassware.

SPECIALISATION

Glass Mould Cleaner

8199-33 MEATWORKERS LABOURER

Eviscerator

Performs routine manual tasks in meatworks and kills livestock and eviscerates carcasses.

SKILL LEVEL

On-the-Job Training: 2 months.

TASKS Include:

- Stuns and shackles livestock using mechanical or electric stunning devices.
- Severs jugular veins of stunned, suspended or shackled animals with sticking knives.
- Slits open abdominal cavities of carcasses.
- Cuts out and removes intestines and ties intestines and bladders.
- Trims off fat and dumps it into containers for further processing.
- Separates organs or glands such as sweetbreads, livers, hearts and spleens from stomachs, places them on conveyors or in containers and presents carcasses and viscera for inspection.
- Removes beef stomachs for tripe processing.
- Cuts tails and excess fat from beef carcasses.
- Cuts out and ties gullets and windpipes from neck tissues, and opens, separates, trims and washes lungs in cold water troughs.
- Cuts out spare ribs from under rib cages of pig carcasses.

- Pulls leaf fat free of brisket ends and cuts off bruises, blemishes and ragged tissues to improve appearance and preserve carcasses.
- May patch leaks in intestines, using skewers.
- May wash carcasses and viscera with water.

SPECIALISATIONS

Abattoir Sticker
Animal Skinner
Knockerdown (Abattoir)
Offal Separator
Stunner and Shackler (Abattoir)

8199-35 MEAT BONER AND SLICER

Trims off external fat, gristle, skin, tendons and bruises, and cuts meat from bones, sides or carcasses.

SKILL LEVEL

Previous Experience: 2-3 years as a meatworks labourer.

On-the-Job Training: 2-3 months.

TASKS Include:

- Operates switching controls to direct and drop carcasses of beef or meat cuts from supply rails to boning tables.
- Inserts knives in meat and cuts to separate meat, fat and tissue from around bones.
- Pulls and twists bones loose from meat.
- Places trimmings and bones in separate containers.
- Washes, scrapes or trims foreign material and blood from meat.
- Tosses boned meat, trimmings and bones to other tables, conveyors, buckets or trucks for further processing.
- Cuts sides or quarters of meat into standard meat cuts such as rumps, flanks and shoulders to shape them and remove internal fat, blood clots, bruises and other matter to prepare them for packing and marketing.
- Trims residual meat from bones using chisels and hand or electric powered knives.
- May roll and tie boned meat cuts to make roasts.
- May package meat cuts for distribution and sale.

SPECIALISATIONS

Carcass Splitter
Meat Trimmer

8199-37 POULTRY PROCESS WORKER

Performs routine poultry processing tasks.

MAJOR GROUP 8

LABOURERS AND RELATED WORKERS

SKILL LEVEL

On-the-Job Training: 2-4 months.

TASKS Include:

- Shackles and suspends live or slaughtered poultry for killing or processing.
- Slaughters fowl by severing jugular veins.
- Removes viscera package and lungs, and scrapes residual particles from carcasses.
- Separates hearts and livers.
- Places removed offal in chilling containers.
- Removes necks by cutting with secateurs.
- Grades dressed poultry.
- Removes pin feathers from poultry carcasses.
- Adds ice to paddle chillers.
- Loads and unloads crates.
- Cleans work areas.

SPECIALISATIONS

Poultry Boner

Manually prepares fresh boneless chicken meat from breast or thigh portions.

Poultry Slaughterman/woman

8199-39 FISH PROCESS WORKER

Performs manual tasks in processing, grading and packing fish.

SKILL LEVEL

On-the-Job Training: 1-6 months.

TASKS Include:

- Inspects fish on conveyors and sorts for size or quality.
- Scrapes skin and picks blood meat and other offal from pre-cooked fish.
- Packs fish and counts packs before freezing.
- Packs frozen fish blocks into cartons.
- Tends and feeds machines which slice, peel, skin or crumb fish.
- Cleans and sanitises equipment and work areas.
- May work on fish processing ships.

SPECIALISATIONS

Fish Filleter

Oyster Opener

8199-41 BAKING FACTORY HAND

Performs routine tasks in bread-rooms of bakeries.

SKILL LEVEL

On-the-Job Training: 1-2 months.

TASKS Include:

- Loads trolleys with baked products and wheels them into coolers.
- Removes and stacks cooled products.
- Transfers baked products from production lines into storage, or into packaging machines.
- Tends and feeds automatic cooling machines.
- Tends and feeds slicing and wrapping machines.
- Cleans machines and work areas.

SPECIALISATIONS

Biscuit Factory Hand

Inspects and sorts biscuits and assembles or arranges biscuits for packaging.

Assists biscuitmakers in refining ingredients, and in mixing, forming, baking and joining biscuits.

Bread Room Hand

Assembles bread orders for delivery, loads and unloads vans, and disposes of unsold bread.

8199-43 DAIRY FACTORY HAND

Performs routine tasks in milk processing or cheese making factories.

SKILL LEVEL

On-the-Job Training: 2-4 months.

TASKS Include:

- Cleans, sanitises and prepares equipment, and attaches pipes and fittings to machines.
- Turns valves to move milk and cream into vats or hoppers.
- Moves containers to storage or shipping areas.
- Places empty bottles, cases and cans on to conveyors.

SPECIALISATIONS

Cheese Factory Worker

Assists cheesemakers with tasks such as measuring and adding ingredients and making, shaping, waxing, wrapping and curing cheese.

Milk Processing Worker

8199-45 EGG PROCESS WORKER

Performs routine tasks in the processing of eggs and production of egg pulp.

SKILL LEVEL

On-the-Job Training: 1-5 weeks.

TASKS Include:

- Inspects and picks out defective eggs from conveyor belts.
- Tends machines which clean, stamp, grade and pack eggs.
- Stacks cartons of eggs into boxes or trolleys for storage or transport.
- Breaks eggs and separates contents for pulping.
- Monitors machines which produce egg pulp or dry egg powder, and freeze or package it.

SPECIALISATION

Egg Candler

Inspects eggs against high intensity light and removes defective ones.

8199-47 FRUIT AND VEGETABLE FACTORY HAND

Performs manual tasks in processing fruit and vegetables.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Cuts, stones, cores, slices, dices and peels fruit and vegetables.
- Feeds fruit and vegetables into machines for processing.
- Inspects, grades and trims fresh and dried fruit.
- Fills containers with produce by hand or machine.
- Places fruit on trays for cooking, syruing and dehydrating.

8199-99 TRADES ASSISTANTS AND FACTORY HANDS NEC

This residual grouping covers Trades Assistants and Factory Hands not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 1 month.

SPECIALISATIONS

Brushmaking Labourer
Cloth Cutter

8201-01 SUPERVISOR, FARM HANDS AND ASSISTANTS
Farm Overseer

Supervises and co-ordinates the activities of workers engaged in agricultural activities.

SKILL LEVEL

Previous Experience: 5 years as a farm hand.

On-the-Job Training: 6 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Ensures that deadlines are met for activities such as seeding and harvesting.
- Organises husbandry activities, and transport requirements for livestock and crops.
- May hire casual workers at times of peak seasonal activity.

8201-11 LIVESTOCK AND FIELD CROP FARM HAND

Performs routine tasks on livestock stations, cereal, grain or other crop farms.

SKILL LEVEL

On-the-Job Training: 1-6 months.

TASKS Include:

- Patrols, inspects and reports on conditions of property, stock and crops.
- Loads and unloads stockfeed, seed grain and fertilisers.
- Cleans sheds, enclosures, brooders and yards.
- Maintains and repairs buildings, machinery, fences, plant and water systems.
- Feeds, waters, grooms and exercises animals.
- Assists with activities such as mustering, droving, inoculating, drenching and branding livestock, trimming poultry beaks and wings, and collecting and packaging eggs.
- Operates farm machinery to plant, cultivate, fertilise and harvest field crops.
- Drives spraying machinery to spray and destroy weeds between crop rows.
- Irrigates soil and maintains irrigation systems.
- Removes obstructions from irrigation channels and moves piping for sprinkler systems.
- Loads animals and field crops into transporters for marketing.
- May carry out artificial insemination of livestock.

SPECIALISATIONS

Drover

Horse Groom
 Musterer
 Stable Hand
 Station Hand
 Stockman/woman
 Strapper
 Stud Hand

8201-13 FRUIT, VEGETABLE AND NUT FARM HAND

Performs routine tasks on fruit, vegetable and nut farms, market gardens and orchards.

SKILL LEVEL

On-the-Job Training: 1-6 months.

TASKS Include:

- Digs holes to plant fruit and nut trees.
- Plants seeds, seedlings, roots, bulbs, vines and other plants using garden tools or farm machinery.
- Thins, weeds and hoes row crops.
- Cuts grass around trees and vines.
- Irrigates land for crop growth.
- Builds trellises for climbing vegetables or vines.
- Prunes plants to improve production.
- Culls immature fruit to increase quality of remaining fruit.
- Sprays trees, vines and other plants with chemicals to control insects, fungus growth and diseases.
- Picks fruit manually or using mechanical equipment.
- Shakes trees and gathers fallen fruit and nuts.
- Operates farm machinery to plant, cultivate, fertilise, spray and harvest fruit and vegetables.
- Harvests vegetable crops by picking, cutting, pulling or digging.
- Grades, sorts, bunches and packs produce into containers.
- Loads filled fruit and vegetable containers on to trucks.
- Clears and burns off areas and constructs fire breaks.
- May service and make minor repairs to machinery and buildings.

SPECIALISATION

Fruit, Vegetable and Nut Picker

8201-15 SHEARING SHED HAND

Rouseabout

Performs routine tasks in shearing sheds.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Assists station hands to drive sheep into pens ready for shearing.
- Controls the flow of sheep throughout shearing.
- Keeps mobs separate during shearing.
- Picks up shorn fleeces, carries them to wool skirting tables and spreads them evenly.
- Under the direction of Wool Classers, removes inferior fleece wool, and stains and other imperfections from fleeces, and places them into bales.
- Sweeps floors after shearers finish shearing each sheep.
- May clean floors of shearing sheds.
- May grade wool skirted off fleeces.
- May press wool and brand bales.

SPECIALISATION

Wool Presser

8201-99 FARM HANDS AND ASSISTANTS

NEC

This residual grouping covers Farm Hands and Assistants not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 3-6 months.

SPECIALISATIONS

Apiary Assistant

Assists apiarists in maintaining beehives and beekeeping appliances, and removing, processing and marketing honey or beeswax.

Fish Farm Worker

Assists in the collection, incubation and rearing of fish, and the maintenance of fish farm and hatchery premises and equipment.

Hatchery Assistant

Poultry Farm Hand

Assists in culling and vaccinating chicks, inspecting eggs, trimming chick beaks, and loading and transporting eggs for marketing.

May determine the sex of baby chicks.

Oyster Grower's Assistant

Assists in the cultivating and positioning of cultch oyster frames, and harvesting of oysters.

Seed Pickler and Cleaner

Operates mobile grain and seed cleaning and pickling equipment.

8203-01 SUPERVISOR, FORESTRY LABOURERS

Supervises and co-ordinates the activities of workers engaged in routine forestry work.

SKILL LEVEL

Previous Experience: 2-5 years as a forestry labourer.

On-the-Job Training: 1-2 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Supervises road and bridge construction in forests.
- Observes, measures, records and maps forest and meteorological data.

SPECIALISATION

Forest Overseer

RELATED OCCUPATIONS

Occupation 3103-25 specialisation, Forestry Technical Officer

Occupation 3103-27 Life Science Technician

Occupation 3999-99 specialisation, Forest Ranger

8203-03 SUPERVISOR, LOGGING LABOURERS

Bush Boss

Supervises and co-ordinates the activities of workers engaged in logging.

SKILL LEVEL

Previous Experience: 2-5 years as a forestry and logging worker.

On-the-Job Training: 1-2 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Organises the rigging of log-yarding systems and the hoisting and moving of logs from site.
- May grade, inspect and measure felled logs to assess their volume, royalty rates and marketable contents.

8203-11 TREE FALLER

Fells trees and trims and saws them into logs.

SKILL LEVEL

Previous Experience: 2 years as a logging worker.

Registration/Licensing: Licences may be required.

TASKS Include:

- Plans the felling of trees.

- Determines the natural and intended fall of each tree.
- Clears bush, undergrowth and debris from base of trees and along escape routes, and cuts down saplings and dead trees.
- Cuts scarfs in trees on side of intended fall.
- Makes back cuts in trees leaving hinges of uncut wood across stumps to control direction of fall.
- Adjusts cuts to cope with rot, lean, burnt wood and different species, then falls tree.
- Removes major branches and tree tops, trims branches, and saws trunks into standard length logs.
- Sharpens cutting chains using files, and maintains chainsaws.
- May use felling aids such as wedges, felling bars, levers and push poles.

SPECIALISATIONS

Hardwood Faller

Softwood Faller

8203-13 FORESTRY WORKER

Performs routine tasks in the cultivation, maintenance and protection of forests.

SKILL LEVEL

On-the-Job Training: Up to 1 year.

TASKS Include:

- Collects seeds and seed cones from trees.
- Cultivates nursery seedlings and plants them.
- Thins young plantations.
- Fells or debarks non-productive trees.
- Kills weeds.
- Applies fertilisers to trees, and insecticides to general forest areas.
- Slashes scrub on roadsides and prepares firebreaks.
- Observes forest areas and maintains look-out for fires.
- Alerts emergency services when fires are detected and operates fire-fighting equipment.
- Maintains forest roads, buildings, facilities, signs and equipment.
- Cuts firewood.

SPECIALISATIONS

Fire Look-Out

Tree Planter

MAJOR GROUP 8

8203-15 LOGGING WORKER

Assists in the logging, felling and sawing of trees.

SKILL LEVEL

On-the-Job Training: 1-3 months.

TASKS Include:

- Assists tree fellers in clearing saplings and dead leaves around trees.
- Operates chainsaws to cut felled trees into logs, and trims branches.
- Debarks logs using crowbars, axes or spades.
- Assists plant operators to move and load logs.

SPECIALISATIONS

Chokerman/woman
Landing Operator (Logging)
Log Chaser
Sleeper Cutter
Swampy

**8205-11 NURSERY ASSISTANT
(HORTICULTURE)**
Nursery Hand (Horticulture)

Assists in the planting, cultivating and harvesting of trees and plants in a plant nursery.

SKILL LEVEL

On-the-Job Training: 1-3 months.

TASKS Include:

- Prepares soils using hand tools or machines.
- Assists in planting seeds, bulbs or cuttings.
- Loads, unloads and moves equipment and supplies.
- Tends plants by hand watering and hand weeding.
- Adjusts mist irrigation systems, shade and ventilation.
- Assists in the general cleaning and maintenance of plant nurseries.
- Prepares and packages plants for sale or transport.
- May assist in picking out seedlings.

8205-13 GARDEN LABOURER
Gardener's Assistant

Assists Gardeners in cultivating and maintaining gardens.

SKILL LEVEL

On-the-Job Training: 1-3 months.

LABOURERS AND RELATED WORKERS

TASKS Include:

- Prepares new garden sites and plots using hand tools or machines.
- Loads, unloads and moves equipment and supplies.
- Assists in planting and transplanting flowers, shrubs, trees and lawns.
- Cleans gardens and removes rubbish.
- May maintain gardens by watering, weeding and mowing lawns.
- May erect barriers, fences or structures in gardens.

SPECIALISATION

Lawn Mower

8299-11 SHOOTER-TRAPPER
Hunter

Hunts, traps or shoots animals for food, pelts, research purposes or to eradicate pests.

SKILL LEVEL

On-the-Job Training: 1 month.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Hunts, traps or shoots animals.
- Tracks animals and places traps, snares or poison baits along trails and around water holes.
- Inspects traps and snares, removes animals and resets them.
- May use spotlights when shooting at night.
- Uses knives to gut animals and remove unwanted parts of carcasses.
- Places carcasses in mobile freezer vans.
- May tag and release animals or transfer them to cages or bags.
- May build pens to trap large animals.
- May skin animals.

**8299-99 AGRICULTURAL LABOURERS AND
RELATED WORKERS NEC**

This residual grouping covers Agricultural Labourers and Related Workers not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 1-4 weeks.

SPECIALISATIONS

Coral Collector
Kelp and Seagrass Gatherer

8301-01 SUPERVISOR, CLEANERS

Supervises and co-ordinates the activities of workers engaged in cleaning.

SKILL LEVEL

Previous Experience: 3-5 years as a cleaner.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

8301-11 INDUSTRIAL CLEANER

Uses heavy duty cleaning equipment to clean industrial work areas, equipment, machinery and containers, and building and construction sites.

SKILL LEVEL

On-the-Job Training: 2 weeks.

TASKS Include:

- Operates industrial vacuum cleaners to remove scrap, dirt, heavy debris and other refuse from floors, work areas and around machinery.
- Removes rubbish and empties containers, bins and trays.
- Removes dust and dirt from ceilings, walls, overhead pipes and fixtures.
- Strips old wax from floors, re-waxes and polishes floors.
- Operates pressure hoses.
- Applies acids and solvents to surfaces to remove stains and dirt.
- Removes lint, dust, soot, oil, grease, sludge or other residues from machinery, hulls and holds of ships, and interiors and exteriors of furnaces, boilers and tanks.
- Cleans rubble and surplus materials from building sites.
- May clean exteriors of buildings by sand-blasting or by applying solvents.
- May clean equipment used in the preparation and packaging of food.
- May dismantle machinery prior to cleaning.

SPECIALISATIONS

Aircraft Cabin Cleaner
Cleans and services aircraft interiors.
Factory Cleaner

8301-13 COMMERCIAL CLEANER

Cleans premises of commercial establishments, offices and residential buildings.

SKILL LEVEL

On-the-Job Training: 2 weeks.

TASKS Include:

- Empties and cleans ashtrays and waste containers, inserts liners in waste containers and removes rubbish.
- Sweeps, mops, scrubs and polishes floors.
- Vacuums carpets, curtains and upholstered furniture.
- Cleans, dusts and polishes furniture, fixtures and fittings.
- Cleans and disinfects laundry and bathroom fixtures and replenishes expendable supplies.
- Empties cleaning machines of waste and cleaning solution residues.
- Reports defective plumbing fixtures, cleaning equipment and shortages of expendable supplies.
- Reports damage, theft and articles found.
- May unlock and lock premises to gain entry.
- May clean walls and windows.
- May shampoo carpets and rugs, and strip wax and polish from floors.

SPECIALISATIONS

Houseman/maid
Performs cleaning tasks in hotels and motels.
Receives and stores linen supplies, takes laundry or dry-cleaning orders from guests, changes and makes beds.
Office Cleaner
School Cleaner

8301-15 HOSPITAL CLEANER

Performs cleaning tasks in hospitals and nursing homes.

SKILL LEVEL

On-the-Job Training: 2 weeks.

TASKS Include:

- Empties ashtrays and waste containers.
- Cleans and disinfects the floors of hospital wards, halls and rooms.
- Polishes the floors using mechanical equipment.
- Cleans furniture, walls, windows, fittings and fixtures.
- Cleans and disinfects laundries, bathrooms, bathroom fixtures and fittings and replenishes expendable supplies.
- Cleans equipment in storerooms.
- May remove used linen from beds, wash and remake beds with clean linen.

MAJOR GROUP 8

- May remove, store and replace screen curtains and furniture in wards and waiting rooms.
- May clean and disinfect operating theatres.
- May empty, clean and disinfect bedpans.

8301-17 WINDOW CLEANER

Cleans interior and exterior windows, and glass surfaces.

SKILL LEVEL

On-the-Job Training: 2 weeks.

TASKS Include:

- Cleans glass surfaces by applying and removing cleaning solutions or solvents.
- Assembles and dismantles ladders, scaffolding and other support equipment.
- May use ladders, bosun's chairs, swing stage or other equipment to reach windows.
- May clean stone walls, metal surfaces, facias and window frames.
- May load, unload and drive vehicles containing ladders, scaffolding, cleaning equipment and tools.
- May perform minor repairs on equipment.

8301-19 CARPET CLEANER

Operates carpet cleaning machines to clean carpets and rugs.

SKILL LEVEL

On-the-Job Training: 3 months.

TASKS Include:

- Vacuums carpets to remove loose dirt.
- Selects and applies spotting agents to remove stains from carpets.
- Fills tanks of cleaning machines with water and cleaning agents.
- Scrubs or brushes carpets with steam ejecting wands to loosen embedded dirt or uses foam machines and hot water to shampoo carpets.
- Pushes pile-lifting machines over carpets, and brushes pile to raise and fluff nap.
- May clean upholstered furniture using attachments to cleaning machines.
- May remove and replace furniture in areas to be cleaned.
- May treat carpets with chemicals.
- May examine and measure carpets to estimate cleaning fees.

LABOURERS AND RELATED WORKERS

8301-21 MOTOR VEHICLE CLEANER

Car Detailer

Car Wash Attendant

Washes, dusts, scrubs and polishes interiors and exteriors of cars, buses, railway cars and trucks.

SKILL LEVEL

On-the-Job Training: 1-4 weeks.

TASKS Include:

- Vacuums and cleans vehicle interiors such as floors, floormats, door panels, ceilings, windows, fittings and dashboards.
- Empties ashtrays.
- Vacuums carpets and upholstery.
- Washes vehicle exteriors with water and polishing cloths, and refurbishes surfaces using polish and wax.
- May drive vehicles through automatic vehicle washes.
- May make minor repairs and touch up finish.

8301-99 CLEANERS NEC

This residual grouping covers Cleaners not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 1 month.

SPECIALISATIONS

Chimney Sweep

Removes soot from industrial and domestic chimneys and fireplaces.

Domestic Cleaner

Performs cleaning tasks such as dusting, vacuuming and tidying in private homes.

8401-11 BUILDING INSULATION INSTALLER

Installs and applies insulating material such as foam, granules, foil, solar film, batts or blankets to walls, floors, windows and ceilings of buildings to insulate against heat, cold, air, sound or moisture.

SKILL LEVEL

On-the-Job Training: 3-12 months.

TASKS Include:

- Examines plans and specifications to determine type and quantity of insulation required, and location for installation.
- Sets up scaffolding and ladders for inaccessible areas.
- Nails furring strips to walls and ceilings to provide bases for fastening insulation.
- Cuts insulation material to size and shape.

- Nails or staples batt-type insulation to joists, studs or furring.
- Staples vapour barrier sheeting to studs.
- Fits insulation around obstructions, such as pipes and wiring, to prevent circulation of air.
- Glues insulating blocks and slabs of foamed plastic or cork to walls.
- Fits friction-fit batts between studs or joists.
- Manipulates hoses to blow insulating material, such as mineral wool, loose fill and cellulose fibre fill, into enclosed spaces.
- Sets up and operates equipment to inject or spray foamed insulation.
- Measures, cuts and applies solar control film to windows.

SPECIALISATION

Window Tinter

8401-13 HOME IMPROVEMENTS INSTALLER

Installs functional and decorative home improvements such as awnings, curtains, blinds, flyscreens, garage doors, exterior cladding, shower screens and prefabricated windows and doors.

SKILL LEVEL

On-the-Job Training: 2-3 months.

TASKS Include:

- Examines specifications and work sites, to plan installations.
- Measures and marks locations for frame, brackets or hinges.
- Drills holes in wood, brick, stone or fibrous structures.
- Drives expansion shields into holes in brick or stone to receive lag bolts.
- Bolts, screws or nails frame fittings into place.
- Fits frames and home improvements to structures, and fastens them into position.
- Attaches and adjusts mechanical fittings, such as cranks, locks and pull-cords.
- Installs flashing and weatherproofing to fittings such as awnings, shower screens, and prefabricated windows and doors.
- May provide quotations for home improvement installations.

SPECIALISATIONS

Awnings Installer
Carport Erector
Curtain Fitter
Exterior Cladding Installer
Security Door Installer
Shower Screen Installer

8403-11 CONCRETE WORKER

Concrete

Pours, spreads, smooths and finishes concrete for structures such as floors, stairs, ramps, footpaths and bridges.

SKILL LEVEL

On-the-Job Training: 6-12 months.

TASKS Include:

- Pours, spreads and levels concrete using screeds or templates.
- Operates trowelling machines to float, trowel and polish the surface of large areas of concrete.
- Tamps, smooths, shapes and seals concrete.
- Installs fixtures in concrete, such as anchor bolts, steel plates and door sills.
- Wets concrete and rubs with abrasives to finish vertical surfaces.
- Covers concrete with plastic sheeting and sand to cure it.
- Cuts lines in concrete using power cutters.
- Forms expansion joints and edges using edging tools, jointers, and straight-edges.
- May cover freshly poured concrete with colouring powders and other materials.
- May erect concrete form work and reinforcement.

SPECIALISATIONS

Concrete Finisher
Concrete Extra Hand
Concrete Slab Layer

8405-11 SCAFFOLDER

Erects and dismantles scaffolding to provide work platforms on building or industrial sites, or for temporary structures such as stages and seating.

SKILL LEVEL

Education: 6-12 month certificate.

On-the-Job Training: 6-12 months.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Loads and unloads scaffolding and equipment.
- Sets levels for erection of scaffolds.
- Selects scaffolding.
- Fits together tubes, support braces and components to form bases for scaffolds.
- Lifts and positions sections of scaffolding.
- Fits and bolts pipes and tubes together to build up scaffolding.

MAJOR GROUP 8

- Places planks over horizontal bars to create platforms.
- Verifies levels in scaffolding structures.
- Dismantles scaffolding.

8405-13 RIGGER (CONSTRUCTION)

Assembles and installs rigging gear, such as cables, ropes, pulleys and winches to lift, lower, move or position machinery, structural steel or other heavy objects.

SKILL LEVEL

On-the-Job Training: 1 year.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Examines objects to be moved and selects rigging gear.
- Constructs slings and other devices.
- Erects lifting tackles by attaching pulleys and blocks to fixed overhead structures, erecting gin poles, securing winches, erecting temporary jibs or derricks and installing cables and attaching counterweights.
- Attaches slinging gear to hoisting equipment and objects to be moved, using clamps, hooks, bolts and knots.
- Applies slings, covering sharp corners with padding to prevent damage to slings.
- Directs crane or winch operators to lift, move and position objects.
- Constructs suspended work platforms, swing stages and bosun's chairs, and attaches guard rails and wire meshing.
- Uses ropes and straps to suspend platforms and attach them to counterweighted outriggers.
- Operates stages or chairs by pulling ropes.
- Secures swing stages or bosun's chairs to prevent swaying.
- Erects cranes and booms, and increases the height of tower cranes by bolting component parts in place and rigging cables.
- Erects barricades and warning signs where lifting operations are in progress.
- Inspects, maintains and repairs equipment.
- Splices ropes and cables to make slings and tackle.

RELATED OCCUPATION

Occupation 8499-13 Crane Chaser

8405-15 STEEL FIXER

Positions and secures steel bars or steel mesh in concrete forms to reinforce concrete structures.

LABOURERS AND RELATED WORKERS

SKILL LEVEL

On-the-Job Training: 6-12 months.

TASKS Include:

- Determines size, shape, quantity and location of reinforcing metal according to drawings or oral instructions.
- Selects, cuts and bends metal bars.
- Assembles bars in concrete forms.
- Welds or wires bars in place.
- Measures, cuts, bends and fits welded wire mesh in areas to be mesh-reinforced.
- Fixes mesh and reinforcing steel into position in formwork for concrete pours.
- May work in concrete plants, in areas of pre-stressing, post-stressing and tensioning using hydraulic jacks and tensioning mechanisms.

8405-17 STRUCTURAL STEEL ERECTOR

Erects and dismantles structural steel frames of buildings or other structures.

SKILL LEVEL

Education: 1 year certificate.

On-the-Job Training: 1 year.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Unloads and sorts structural steel and equipment by directing crane operators.
- Sets up winches, cranes and rigging equipment to raise and position girders, plates, columns and other steel units.
- Erects guard rails, guy wires, ropes and cleats.
- Lays planks and hangs safety nets.
- Fastens steel units to cables of hoists.
- Directs hoist operators to position steel units according to specifications and blueprints.
- Works steel units into approximate position while they are supported by hoists.
- Cuts and shapes steel units using welding equipment.
- Aligns and bolts steel units in place until permanently bolted or welded.
- Verifies horizontal and vertical alignment and angles.
- May erect cranes.

8407-11 EARTHMOVING LABOURER

Performs manual tasks in excavating earth, clearing and levelling sites, and digging irrigation channels.

SKILL LEVEL

On-the-Job Training: 1 week.

TASKS Include:

- Burns scrub and removes sticks, rocks and other foreign material to clear sites.
- Drives stakes into ground to indicate points of construction sites.
- Digs holes.
- Spreads and levels soil, gravel and sand on roads and driveways, trench bottoms and similar locations.
- Trims sides, and squares corners, not reached by excavating machines.
- Shovels excavated material on to conveyors, wheelbarrows or trucks for removal.
- Directs truck drivers to dump loads.
- Rolls, lifts or manually guides culvert sections into position.
- Saturates loose dirt fill with water to settle and compact fill.

SPECIALISATION

Grave Digger

8409-01 SUPERVISOR, PAVING AND SURFACING LABOURERS

Supervises and co-ordinates the activities of workers engaged in manual paving and surfacing tasks.

SKILL LEVEL

Previous Experience: 5-10 years as a paving and surfacing labourer.

On-the-Job Training: 1 week.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATION

Road Ganger

8409-11 PAVING AND SURFACING LABOURER

Performs manual tasks in compacting and smoothing layers of material, and in spreading and levelling bituminous paving material on roads, runways, parking areas and in similar construction and maintenance projects.

SKILL LEVEL

On-the-Job Training: 1 week.

TASKS Include:

- Sweeps paving bases prior to laying asphalt surfaces.

- Sprinkles or brushes hot or cold-mix asphalt over surfaces to be paved or repaired to bond asphalt toppings to bases.
- Operates tank-truck distributors or hoses to spray tar and road oils and emulsions on graded surfaces prior to paving.
- Trips tail-gate levers to discharge hot-mix asphalt into hoppers of paving machines, or spread stone chips, gravel or cold-mix asphalt on to road surfaces.
- Cuts and trims damaged surfaces using jack-hammers, or softens edges of areas to be repaired with blowtorches.
- Sweeps and sprinkles damaged surfaces with liquid asphalt or other bonding agents.
- Shovels asphalt mix into areas inaccessible to paving machines, and levels and compacts mix using rakes and hand tampers.
- Erects and dismantles barricades.
- Loads and unloads equipment, and cleans work sites.
- May direct traffic.

SPECIALISATIONS

Road Maintenance Worker

Inspects road surfaces and performs minor surfacing repairs.

Asphalt Worker

Bitumen Worker

RELATED OCCUPATIONS

Unit Group 7207 Paving and Surfacing Plant Operators

8411-11 SURVEY HAND

Performs manual tasks to assist surveyors or geologists, or as a member of a survey party.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Cuts, marks, tags, and drives or embeds stakes into the ground to indicate grade settings, markers or boundaries.
- Measures distances between survey points.
- Marks measured points.
- Holds levelling staffs in vertical positions at points indicated by surveyors, to determine elevations.
- Marks trees or terrain to indicate survey lines.
- Clears brush and debris from lines of survey.
- Transports tools and supplies to work area.
- Calls out or notes survey readings.
- Transports, assembles, dismantles, maintains, lays out and retrieves prospecting and surveying equipment.
- Collects and labels samples.

MAJOR GROUP 8

SPECIALISATIONS

Geological Survey Field Assistant

Seismic Survey Assistant

Lays out seismic survey equipment and transports and sets explosives for seismic survey work.

Surveyor's Assistant

Surveyor's Chainman/woman

Survey Recorder

8413-01 SUPERVISOR, RAILWAY LABOURERS

Supervises and co-ordinates the activities of workers engaged in laying, aligning, examining and repairing tracks and roadbeds of railways and station yards.

SKILL LEVEL

Previous Experience: 5-10 years as a railway labourer.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATION

Tramway Ganger

8413-11 RAILWAY LABOURER

Railway Fitter

Lays and repairs track used in rail and tramway services, or in transfer yards, quarries and mines.

SKILL LEVEL

On-the-Job Training: 1-3 months.

TASKS Include:

- Transports tools and equipment.
- Carries and places sleepers across roadbeds and positions rails on sleepers.
- Cuts beds in sleepers for tie plates.
- Drives spikes to fasten rails to sleepers.
- Saws rails to length and grinds worn or rough rail ends.
- Drills bolt holes in rails.
- Bolts and welds sections of rails and switch components.
- Lifts sleepers and tracks, and tamps ballast under sleepers to raise tracks and provide firm foundations for sleepers.
- Curves rails with rail benders.
- Removes and replaces worn or damaged rails, sleepers and switches.
- Cleans and lubricates switches.
- May assist in righting derailed stock by positioning re-railers, jacks and cables.

LABOURERS AND RELATED WORKERS

- May examine tracks, lubricate wheel bearings on rolling stock and maintain switch signal lamps.

SPECIALISATIONS

Railway Track Patrolman/woman

Tramway Labourer

8415-11 MINING LABOURER

Performs manual tasks in mining operations.

SKILL LEVEL

On-the-Job Training: Up to 12 months.

TASKS Include:

- Assists in the operation of mining equipment such as continuous mining machines.
- Helps assemble and dismantle equipment such as pumps, conveyors and screens.
- Assembles fittings such as ventilation ducting and water pipes.
- Loads, unloads, stacks and stores tools and materials.
- Cleans, washes and maintains equipment.
- Clears blockages in materials handling and transporting equipment.
- Removes spillage and rubbish.
- Performs manual tasks to establish and maintain auxiliary systems such as drainage, fluids pumping and conveyor-belt systems.
- Takes ore, rock and dust samples.
- Removes dangerous projections from mine workings.
- May perform standard tests on samples.

SPECIALISATIONS

Cable Hand

Moves power cables of mining machinery to ensure they are not cut in mining operations.

Timberman/woman (Mining)

Roof Bolter (Mining)

Reinforces mine workings.

Mine Ventilation Hand

Assembles and installs ventilation ducts in mine workings.

Mine Sampler

Opal Miner

Pit Crew Worker

Prospector

Quarry Labourer

Salvage Miner

8415-13 DRILLER'S OFFSIDER

Assists in assembling and operating drilling machinery and accessory equipment.

SKILL LEVEL

On-the-Job Training: 3-6 months.

TASKS Include:

- Assembles and dismantles casings and pipe sections, using hand and power wrenches and tongs.
- Sets curved metal wedges around pipe strings at well heads to prevent string sections of assembled pipes from dropping into wells.
- Tightens and loosens threaded joints between sections.
- Guides lower ends of pipe sections to or from well openings.
- Assists drilling plant operators in mixing drilling mud and using power agitators.
- Digs drainage ditches, racks tools, and cleans drilling floors around rigs.
- Assists in repairing drilling machinery, slush pumps and derricks.
- Assists in erecting and dismantling derrick equipment.
- Racks pipes on derrick platforms.
- Drives vehicles and starts, stops and services engines and accessories.

SPECIALISATIONS

Roustabout

Performs manual tasks on drilling sites.

Roughneck

Derrick Worker

Assists in assembling and operating drilling and accessory equipment.

Well Treatment Offsider

Assembles, dismantles and assists in the operation of equipment to clean out, plug or seal oil and gas wells, stimulate oil or gas flows, and seal or fracture rock.

RELATED OCCUPATIONS

Unit Group 7317 Drilling Plant Operators

8415-15 MINERAL ORE PROCESSING LABOURER

Performs manual tasks in mineral ore treating operations.

SKILL LEVEL

On-the-Job Training: Up to 12 months.

TASKS Include:

- Assists in the assembling and dismantling of equipment and fittings such as pumps, conveyors and screens in ore processing plants.
- Loads, unloads and stores materials such as treatment chemicals and tools.
- Mixes ore treating chemicals and catalysts.
- Cleans, washes and maintains equipment.

- Clears blockages in materials handling and transporting equipment.
- Removes spillages and rubbish.
- Performs manual tasks to maintain auxiliary systems, such as drainage, fluids pumping and conveyor-belt systems.
- Takes samples of materials for testing.
- Adds steel balls and rods to ball and rod machines in mineral ore processing plants.
- Loads chemicals into concentrators in mineral ore processing plants.
- May perform standard tests on samples.

SPECIALISATIONS

Tailings Dam Labourer

Regulates the flow of tailings from mineral processing plants to waste dams for disposal, and builds up tailings dam walls.

Screen and Loadout Attendant

8499-11 LAGGER

Applies insulating materials, such as asbestos, felt, fibreglass, polyurethane and cork to pipes, steam generators, process vats or ducting, to reduce loss or absorption of heat, prevent moisture condensation or corrosion, and deaden sound.

SKILL LEVEL

On-the-Job Training: 3-12 months.

TASKS Include:

- Examines specifications to determine insulation requirements.
- Cuts, shapes, trims and smooths insulating sheets and blocks to cover and fit parts of equipment and pipes.
- Fits and tapes pre-formed insulation around pipes.
- Wraps or fits insulating materials around air-conditioning ducts, and trims materials with scissors or shears.
- Brushes or sprays waterproof cement over insulating materials.
- Secures insulation with wire, wire netting, staples or metal strapping, or using welding torches.
- Trowels plaster over wire netting, and wraps canvas strips over plaster.
- Packs cavities in walls and partly assembled casings with loose particles of insulating material.
- Installs prefabricated insulating assemblies, using hand tools and metal fasteners.

RELATED OCCUPATIONS

Unit Group 4409 Plumbers

MAJOR GROUP 8

8499-13 CRANE CHASER

Slings, and directs the movement of, loads handled by cranes or winches in locations such as manufacturing plants and construction sites.

SKILL LEVEL

On-the-Job Training: 3-6 months.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Examines loads to be moved, estimating size, shape, weight and centre of gravity.
- Ensures that loads do not exceed lifting capacities of cranes.
- Selects slings or other grappling devices.
- Attaches lifting devices to hoisting equipment and items to be moved, using clamps, hooks, bolts and knots.
- Applies slings, covering sharp corners with padding to prevent damage to slings.
- Ensures loads are secure and signals crane or winch operators to lift loads clear of obstructions.
- Ensures loads are evenly balanced.
- Guides loads into position as they are lowered.
- Inspects chains, slings, ropes, cables, hooks and lifting gear for flaws and damage, such as cracks, wear, mildew and corrosion, and reports defects.

SPECIALISATIONS

Dogman/woman

Guides crane operation by signal or radio where load is not visible to crane drivers.

Slinger

RELATED OCCUPATIONS

Occupation 7311-11 Crane Operator

Occupation 7313-11 Hoist, Winch and Lift Operator

Occupation 8405-13 Rigger (Construction)

8499-15 FENCE ERECTOR

Fencer

Erects and repairs fences and gates.

SKILL LEVEL

On-the-Job Training: 3 months.

TASKS Include:

- Lays out fence lines and marks positions for post holes.
- Digs post holes.
- Lifts and positions posts in holes.
- Mixes and pours concrete around base of posts, or tamps stone fill and soil to secure them.

LABOURERS AND RELATED WORKERS

- Verifies alignment of posts.
- Attaches rails or tension wires along top and bottom of posts to form fencing frames.
- Stretches wire, wire mesh or chain link fencing between posts and secures it.
- Attaches gates to gate posts with hinges.
- Strings barbed wire across fence tops.
- Cuts timber fence rails to length and fixes to fence posts.
- Nails pickets or palings to fence frames.
- Erects panel, basket weave or louvered fences using timber or fibre-cement materials.
- Digs trenches for self-supporting fibre-cement fences.
- Positions fibre-cement sheets in trenches, checks alignments, and secures sheets by tamping soil around sheets.
- May provide quotations on cost of materials and labour for fences.
- May demolish fences.

8499-17 BUILDING CONSTRUCTION LABOURER

Performs manual tasks involved in the erection, repair and dismantling of structures and facilities on building and construction sites and in locations such as factories producing prefabricated building components, and building supplier's establishments.

SKILL LEVEL

On-the-Job Training: 3-6 months.

TASKS Include:

- Loads and unloads building and construction materials, tools and equipment and transports them about building sites.
- Mixes, pours and spreads materials such as concrete, plaster and mortar.
- Sets up shoring materials to support excavations.
- Directs truck drivers to dump loads.
- Moves earth and other bulk material, such as sand and gravel, with hand tools.
- Erects and dismantles ramps and catwalks.
- Erects and dismantles barricades and fences, and places lights to isolate work areas and protect workers from traffic.
- Assembles and dismantles concrete formwork.
- Cleans and stores tools and equipment.
- Breaks up and drills through rock, concrete and other materials with pneumatic tools such as jackhammers and rock drills.
- Sorts, cleans and stacks salvaged material.
- Collects and removes rubble and waste material from sites.

- Lifts and holds heavy parts for securing by other workers.
- May work on the demolition of buildings by manually breaking up parts of structures, cleaning and stacking salvageable material and clearing away rubble and rubbish.
- May move concrete pump hoses about building sites during concrete pours, assist pump operators to set up concrete pumps and operate vibrators to settle concrete.

SPECIALISATIONS

Builder's Labourer
Demolition Worker

8901-11 DOOR ATTENDANT
Doorman/woman

Assists patrons arriving at or leaving entertainment, social or other premises.

SKILL LEVEL

On-the-Job Training: 1-2 weeks.

TASKS Include:

- Assist patrons in or out of vehicles.
- Hails taxis.
- Opens doors and assists disabled persons.
- Checks tickets, or authority and identification, and prevents unauthorised entry.
- Collects tickets from patrons.
- Directs patrons to ushers or receptionists.
- Distributes passes to patrons leaving at intervals or temporarily during performances.
- May assist in checking premises, collecting lost property, turning off lights and locking up.

SPECIALISATION

Bouncer

Guards premises, restricting entry and ejecting unwanted patrons from hotels or social clubs.

8901-13 ENTERTAINMENT USHER

Shows patrons to their seats at entertainment or sporting venues.

SKILL LEVEL

On-the-Job Training: 2-3 months.

TASKS Include:

- Checks patrons' tickets and leads or directs them to seats.
- Advises on availability of seats, starting times and locations of facilities.

- May monitor behaviour during performances.
- May sell programs or brochures.
- May assist in locating lost property.
- May collect tickets.
- May issue passes to patrons at intervals.

SPECIALISATION

Program Seller

8901-15 TICKET TAKER
Ticket Collector

Collects tickets or admission passes from patrons at entertainment or sporting venues.

SKILL LEVEL

On-the-Job Training: 3-6 months.

TASKS Include:

- Checks and collects tickets or admission passes from patrons.
- Refuses admission to undesired patrons.
- Directs patrons to ushers or receptionists.
- Advises location of seating.
- Distributes passes to patrons leaving at intervals or temporarily during performances.
- May assist in checking premises after performances, collecting lost property, turning off lights and locking up.

SPECIALISATIONS

Turnstile Attendant
Gatekeeper

Checks tickets and operates turnstiles at sporting or recreational venues.

Theatre Attendant

8903-01 SUPERVISOR, LUGGAGE PORTERS
Head Porter

Supervises and co-ordinates the activities of workers engaged in attending to and carrying luggage, and escorting guests to rooms, berths or cabins.

SKILL LEVEL

Previous Experience: 2 years as a luggage porter.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATION

Hotel Concierge

MAJOR GROUP 8

LABOURERS AND RELATED WORKERS

8903-11 LUGGAGE PORTER

Attends to and carries luggage, and escorts guests to rooms, berths or cabins.

SKILL LEVEL

On-the-Job Training: Up to 1 month.

TASKS Include:

- Receives baggage from guests or passengers, tags it and issues identification slips.
- Loads and unloads baggage, and transports it to receiving areas using hand carts or baggage trolleys.
- Shows incoming guests to their rooms, explains facilities to guests, and carries their luggage.
- Answers guests' questions and provides them with information on transport facilities and local attractions.
- Books tours, taxis and restaurants and confirms travel reservations.
- Carries luggage to cars and opens car doors for guests.
- Pages guests and runs errands.
- Tidies public areas and empties waste bins and ash trays.
- May provide room service for guests.
- May collect and deliver laundry.
- May park guests' vehicles.

SPECIALISATION

Hotel Page

8905-01 SUPERVISOR, GARBAGE COLLECTORS

Supervises and co-ordinates the activities of workers engaged in the collection of household, commercial and industrial waste.

SKILL LEVEL

Previous Experience: 5 years as a garbage collector.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

8905-11 GARBAGE COLLECTOR
Garbologist

Collects household, commercial and industrial waste for disposal.

SKILL LEVEL

On-the-Job Training: 1 week.

TASKS Include:

- Rides on or in garbage trucks, getting off to collect rubbish.
- Visits domestic, commercial and industrial establishments to pick up rubbish which has been placed outside for collection.
- Loads rubbish into bins or garbage trucks.
- Unloads garbage trucks.
- May operate compacting equipment on garbage trucks.

8907-01 SUPERVISOR, STOREMEN/WOMEN

Supervises and co-ordinates the activities of workers engaged in receiving, handling and despatching goods.

SKILL LEVEL

Previous Experience: 5-10 years as storeman/woman.

On-the-Job Training: 1 month.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

8907-11 STOREMAN/WOMAN

Receives, handles and despatches goods coming into, or going out of, stores or warehouses.

SKILL LEVEL

On-the-Job Training: Up to 6 weeks.

TASKS Include:

- Unloads vehicles, opens packages and removes contents.
- Receives and checks incoming goods.
- Labels goods with details of storing locations.
- Places goods in bins and on racks, or stacks bulky items on floors.
- Picks goods from bins, counting items and checking items off lists.
- Packs, weighs and labels goods and seals boxes.
- Stacks goods in despatch areas.
- Issues stores over counters.
- Notes items out of stock.
- Assists with regular stocktakes.
- May operate manually or electronically guided order pickers.
- May operate machinery to lift, place and remove items.
- May operate visual display units to obtain details of location and quantity of item in stock.

- May use manually operated materials handling equipment, such as hydraulic pallet lifters and hand trucks, to move goods.

SPECIALISATIONS

Chiller Hand
Stores Assistant
Stores Despatch Hand
Shelf Stacker (Store)
Warehouse Assistant

8909-01 SUPERVISOR, FREIGHT AND FURNITURE HANDLERS

Supervises and co-ordinates the activities of workers engaged in the loading and unloading of freight trucks and rail cars.

SKILL LEVEL

Previous Experience: 3 years as a freight and furniture handler.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

8909-11 FREIGHT HANDLER (ROAD AND RAIL)

Loads and unloads freight trucks, containers and rail cars.

SKILL LEVEL

On-the-Job Training: 3 months.

TASKS Include:

- Receives goods and checks them against documents.
- Repackages items for transportation.
- Labels goods with customers' details and destinations.
- Packs goods on pallets or trolleys and moves trolleys.
- Places docking plates between docking bays and containers or trucks.
- Loads goods into trucks, containers or rail wagons, arranging articles to form compact loads by loading heavy items first and using padding, ropes and straps to secure loads and prevent damage or breakage.
- Unloads goods.
- Checks incoming and outgoing articles against documents and notes any discrepancies.
- Sweeps work areas.
- May operate conveyor units, pallet trucks and towveyor systems, tow trolleys with electric tractors, or use hand trucks.
- May unload goods from vehicles directly on to conveyor systems.

SPECIALISATION

Dockhand

8909-13 FURNITURE PACKER

Packs furniture and household goods into crates or cartons lined with protective material to secure goods and prevent damage during transit.

SKILL LEVEL

On-the-Job Training: Up to 2 years.

TASKS Include:

- Assembles cardboard cartons.
- Lines cartons, tea chests and crates.
- Wraps small breakable items before packing.
- Places material, such as shredded paper, between items to provide cushioning.
- Packs and secures household goods and other items into crates or cartons.
- Seals cartons or crates.
- Stencils or tags cartons and crates with identification, such as code numbers or names and destinations.
- Records the condition of furniture packed, numbers of cartons and crates, dates and destinations.
- Transfers packed crates and cartons to loading areas using hand trucks.

8909-15 WHARF LABOURER

Waterside Worker

Loads and unloads ships' cargoes.

SKILL LEVEL

On-the-Job Training: 5 weeks.

TASKS Include:

- Stacks cargo on pallets, trays, flats and slings to facilitate transfer to and from ships.
- Packs or unpacks containers.
- Removes and replaces beams or hatches and handles dunnage or ballast.
- Stores cargo in ships' holds to prevent shifting during voyages.
- Prepares and cleans holds and preparation gear.

8909-17 TRUCK DRIVER'S OFFSIDER

Loads and unloads trucks or containers for transportation.

MAJOR GROUP 8

LABOURERS AND RELATED WORKERS

SKILL LEVEL

On-the-Job Training: 1 week.

TASKS Include:

- Moves goods to be transported to shipping areas.
- Lifts and carries goods on to trucks or packs goods into containers and loads them on to trucks.
- Sorts and stacks goods.
- Assists in tying-down loads and covering them with tarpaulins.
- Guides truck drivers into loading bays or through confined spaces.
- Sweeps and cleans truck trays.
- May use hand-trucks or other manually operated materials handling equipment to load and unload goods.

SPECIALISATION

Furniture Removalist's Assistant

Assists furniture removalist-drivers in the packing, loading, securing and unloading of furniture and equipment.

8911-01 SUPERVISOR, GUARDS AND SECURITY OFFICERS

Supervises and co-ordinates the activities of workers engaged in maintaining security in industrial, commercial and other establishments.

SKILL LEVEL

Previous Experience: 5 years as a guard and security officer.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Inspects premises to test alarm systems, detect safety hazards and ensure safety equipment is serviceable.
- Issues keys for offices and buildings to authorised personnel, and keeps records of keys used.

8911-11 RAILWAY PATROL OFFICER Railway Security Guard

Patrols railway yards, stations and other railway facilities and property.

SKILL LEVEL

On-the-Job Training: 6 months.

TASKS Include:

- Patrols entrances of railway premises and examines credentials of persons entering.
- Patrols railway yards, railway stations or terminals by car or on foot, to maintain order and to prevent vandalism and other offences.

- Apprehends people creating disturbances and removes them from railway premises or trains.
- Assists police to apprehend offenders.
- Guards railway property at derailments and train wrecks.
- Interviews witnesses at scenes of accidents or disturbances.
- Escorts payrolls or valuable shipments.

8911-13 SECURITY OFFICER

Guards industrial, commercial and other property against fire, theft, vandalism and illegal entry.

SKILL LEVEL

On-the-Job Training: 1 week.

TASKS Include:

- Patrols areas, and checks doors, windows and gates for signs of unauthorised entry.
- Watches for irregularities such as fire hazards, malfunctions of machinery or equipment, lights left on, leaking water pipes and unlocked security doors.
- Records times of inspections.
- Records times of entry and departure of authorised persons.
- Sounds alarms, or telephones or radios supervisors, fire brigades or police, if security is breached.
- Responds to alarms.
- Apprehends suspects and detains them until police arrive.
- Prepares reports, questions suspects to secure evidence, obtains statements and gives evidence in court.
- May check alarm systems and provide armed escort for payroll deliveries.
- May issue security passes to authorised visitors and give directions.
- May make security arrangements for visits by VIPs.
- May check people and their hand luggage, to detect concealed weapons and explosives.
- May detect and investigate shoplifting, fraud and other unlawful acts of employees or patrons of business establishments.
- May monitor computer alarm systems and communicate by radio to mobile units to attend alarms.
- May search vehicles.

SPECIALISATIONS

Night Watchman/woman
Protective Service Officer
Security Guard
Security Patrol Officer

8911-15 RAILWAY GUARD

Monitors the operation of trains, and signals drivers and station staff.

SKILL LEVEL

On-the-Job Training: 3-6 months.

TASKS Include:

- Checks trains for readiness to operate.
- Signals drivers to move trains.
- Watches for irregularities when trains are moving.
- May observe unloading of freight, truck detaching and coupling, and passenger activities.
- May provide information and assistance to passengers.

**8911-99 GUARDS AND SECURITY OFFICERS
NEC**

This residual grouping covers Guards and Security Officers not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 3 months.

SPECIALISATIONS

Pool Attendant

Supervises swimmers to maintain good behaviour, watches over swimmers to ensure that they are safe in the water, and cleans pools.

Life Guard

8913-11 CARETAKER

Maintains and cleans residential buildings, schools, offices, holiday camps, caravan parks and associated grounds.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Collects rents and issues receipts.
- Fills out forms to complete or renew leases.
- Provides tenants with copies of rules.
- Cleans and maintains grounds and gardens.
- Cleans common facilities, replaces light bulbs, checks fire hoses and extinguishers and performs other cleaning and maintenance tasks.
- Purchases cleaning supplies.
- Notifies management or owners of buildings of need for major repairs.

- Cautions tenants regarding excessive noise, disorderly conduct or abuse of property.
- Patrols buildings to ensure security is maintained.
- May advertise vacancies.

SPECIALISATION

Janitor

8915-11 EXECUTIVE HOUSEKEEPER

Supervises and co-ordinates the activities of workers engaged in cleaning hotels, motels, lodging houses and similar establishments.

SKILL LEVEL

On-the-Job Training: 2 years.

TASKS Include:

- Determines labour requirements, assigns tasks to workers and rosters staff.
- Trains workers in methods of cleaning.
- Inspects and evaluates the physical condition of establishments.
- Controls the storage and use of cleaning supplies, linen, tea and coffee-making facilities and cleaning equipment.
- Co-ordinates cleaning activities.
- Inspects accommodation units after cleaning to ensure standards of cleanliness are met and that supplies are replenished.
- Arranges laundering of linen.
- Ensures staff are aware of special arrangements for guests.
- Monitors the effectiveness of cleaning techniques and materials used, and suggests improvements.
- Co-ordinates the provision of services such as ironing and baby sitting.
- May note and report on maintenance requirements.

SPECIALISATION

Accommodation and Lodging Housekeeper

RELATED OCCUPATION

Occupation 8301-13 specialisation, Houseman/maid

8915-13 DOMESTIC HOUSEKEEPER

Performs cleaning and housekeeping tasks in private homes.

SKILL LEVEL

On-the-Job Training: 1-4 weeks.

MAJOR GROUP 8

TASKS Include:

- Purchases food and other supplies.
- Prepares and cooks food according to employers instructions or own methods.
- Serves meals and refreshments.
- Cares for and supervises children or assists parents in caring for children.
- Washes dishes, kitchen utensils and equipment.
- Sweeps and washes floors and vacuums carpets, curtains and upholstered furnishings.
- Dusts and polishes furniture, and cleans mirrors, bathrooms and light fixtures.
- Washes and irons garments, linen and household articles.
- Changes linen and makes beds.
- May answer doorbells and telephones, and take messages.

SPECIALISATION

Parents' Helper

8917-01 SUPERVISOR, LAUNDRY WORKERS

Supervises and co-ordinates the activities of workers engaged in manual tasks in laundries.

SKILL LEVEL

Previous Experience: 5 years as a laundry worker.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

8917-11 LAUNDRY WORKER

Sorts, checks and stacks articles, and loads and unloads washing and drying machines in laundries.

SKILL LEVEL

On-the-Job Training: 1 week.

TASKS Include:

- Sorts articles received for cleaning according to the type of article, colour, fabric and cleaning treatment required.
- Checks articles for damage and stains.
- Places sorted articles into receptacles or on to conveyor belts for moving to repair or cleaning areas.
- Loads and unloads washing machines, driers and extractors.
- Shakes out, smooths, folds, counts and stacks cleaned articles.

LABOURERS AND RELATED WORKERS

- Checks articles for stains, missing buttons, tears and improper finish.
- Packages articles for delivery.
- Places articles on shelves or hangs garments for delivery or collection.
- May iron articles.

SPECIALISATIONS

Clothing Presser
Folding Machine Tender
Laundry Assistant
Laundromat Attendant
Linen Sorter

8919-11 KITCHENHAND

Assists kitchen and service staff in the preparation and service of food, and the cleaning of food preparation and service areas.

SKILL LEVEL

On-the-Job Training: 1-2 weeks.

TASKS Include:

- Transfers supplies and equipment between storage and work areas.
- Assists in weighing, checking and preparing meats.
- Washes, peels and prepares vegetables.
- Assists in the preparation of salads, savouries and sandwiches, and cooks, toasts or heats simple food items.
- Assembles, or partially assembles, or packs food and beverage trays for serving.
- Moves cutlery, crockery, table linen and condiments to and from kitchen and eating areas.
- Scrapes food from dirty pots, pans and dishes, and removes scraps from preparation areas and places them in refuse containers.
- Washes cooking utensils, cutlery and crockery.
- Removes dirty linen and places it in laundry baskets.
- Washes and cleans walls, tiles, work benches, stoves, freezers and refrigerators.
- Sweeps floors in kitchens and food preparation and serving areas.
- Mops floors.

SPECIALISATIONS

Dishwasher
Pantrymaid/man
Tealady/man

8921-01 SUPERVISOR, WARD HELPERS

Supervises and co-ordinates the activities of workers engaged in manual tasks related to the care of patients in hospitals, nursing homes and clinics.

SKILL LEVEL

Previous Experience: 5 years as a ward helper.

On-the-Job Training: 1 year.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

8921-11 WARD ASSISTANT

Hospital Orderly

Assists with the care of patients in hospitals, nursing homes and clinics, and ensures wards are neat and tidy.

SKILL LEVEL

On-the-Job Training: 2-8 weeks.

TASKS Include:

- Under direction cleans, sterilises, stores, prepares and issues instruments, treatment trays, bed pans, dressing packs and other supplies.
- Changes bed linen and makes beds.
- Runs errands, directs visitors and answers telephones.
- Assists nursing staff in bathing and other personal care of patients.
- Lifts patients on and off beds.
- Tidies wards, empties bins and ash trays and dusts fixtures and furniture.
- Distributes magazines to patients and arranges patients' flowers.
- May distribute and collect food trays, and feed patients.
- May assist kitchen staff to prepare meals and clean dishes and kitchens.
- May transport patients using wheel chairs and trolleys.

SPECIALISATIONS

Hospital Porter
Wardsman/maid

8921-13 HOSPITAL FOOD SERVICEPERSON

Dietary Aide

Portions and serves food to patients in hospitals, nursing homes and clinics as directed by dietitians.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Portions prepared food and places it in dishes, and adds gravies, sauces and garnishes according to dietitians' directions.
- Covers meals with lids to keep food warm.
- Places meals on food trays to be stacked on food trolleys for delivery to patients.
- Serves prepared meals to patients.
- Collects food trays after patients have finished their meals.
- Assists in cleaning trays, dishes, utensils and work areas.
- May assist in food preparation.

8921-15 NURSING ASSISTANT

Assists nurses in hospitals, nursing homes and other health care institutions.

SKILL LEVEL

On-the-Job Training: 1 year.

TASKS Include:

- Baths, dresses and undresses patients.
- Distributes and collects food trays.
- Cleans and sterilises equipment.
- Makes beds and maintains tidiness and cleanliness in ward areas.
- Assists nursing staff.
- May feed patients.

SPECIALISATION

Nurse Attendant

8923-01 SUPERVISOR, VEHICLE ACCESSORIES FITTERS

Supervises and co-ordinates the activities of workers engaged in fitting, replacing or on-site fabrication of vehicle accessories.

SKILL LEVEL

Previous Experience: 3-5 years as a vehicle accessories fitter.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

MAJOR GROUP 8

LABOURERS AND RELATED WORKERS

8923-11 VEHICLE ACCESSORIES FITTER

Manufactures, fits and replaces accessories on vehicles using specialised machines and equipment.

SKILL LEVEL

On-the-Job Training: 2 months.

TASKS Include:

- Removes old or damaged parts and cleans surrounding areas on vehicles.
- Fits replacement or new accessories.
- May give advice and sell parts to customers.
- May manufacture a variety of standard or special purpose parts.

SPECIALISATIONS

Muffler Fitter

Removes old mufflers or exhaust pipes from vehicles. Inspects and repairs mountings, refits new mufflers, extractors and exhaust pipes, starts motors and checks noise levels and leaks.

Tyre and Tube Fitter

Operates air driven equipment to remove and refit tyres and tubes for vehicles, motor cycles and other mobile plant.

Repairs punctures in tubes or tubeless tyres.

Balances wheels and tyres using static or electronic equipment.

Windscreen Fitter

Removes damaged glass, trims strips and rubber seals from window frames or mountings on motor vehicles or mobile plant.

Positions new windscreens or glass windows on frames and attaches and seals them.

Replaces trim pieces and checks functions and watertight seals.

8925-01 BOATSWAIN

Bosun

Supervises and co-ordinates the activities of workers engaged in performing maintenance and deck tasks aboard ships.

SKILL LEVEL

On-the-Job Training: 2-6 months.

Previous Experience: 3-5 years as a fisherman/woman, deckhand and seaman/woman.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Organises deck crews into shifts of maintenance workers and watchkeepers.
- Ensures the repair and replacement of defective cargo gear, life-saving and fire-fighting appliances and equipment.
- Supervises deck crews washing decks and superstructure paintwork.
- Schedules deck crews to chip, scrape and paint decks, sides and superstructures of ships, and to splice fibre, synthetic ropes and wires.

8925-11 SEAMAN/SEAWOMAN

Deckhand
Sailor

Performs maintenance and lookout tasks aboard ships.

SKILL LEVEL

On-the-Job Training: Up to 3 months.

TASKS Include:

- Stands lookout watches at sea and alerts deck officers when other vessels, navigation marks or hazards are sighted.
- Steers vessels as directed, using compasses to maintain course.
- Undertakes patrols to ensure safety of vessels, cargoes and passengers.
- Performs maintenance tasks for the general upkeep of ships' deck equipment, cargo gear, rigging, life-saving and fire-fighting appliances.
- Secures cargoes, and splices wires and ropes.
- Handles ropes and wires when berthing and unberthing.
- Puts gangplanks in place when berthing and removes them when departing.
- Washes decks and superstructures.
- Removes rust, and treats and paints decks, ships' sides and superstructures.
- May clean the inside of ships' fresh water, salt ballast water, and oil tanks, and cargo compartments.

SPECIALISATIONS

Barge Hand
Coxswain
Ferry Hand
Tug Hand

8925-13 FISHERMAN/WOMAN

Fisher

Catches fish, crustaceans and molluscs with equipment such as nets, lines, traps, pots, dillies, rakes or towed dredges, in ocean and inland waters.

SKILL LEVEL

On-the-Job Training: Up to 2 years.

Registration/Licensing: Licences issued by government authorities.

TASKS Include:

- Attaches runners, weights, buoys, anchors, poles, stakes, wood or metal beams to nets, traps or pots.
- Ties nets together to form fleets of nets and fastens towing cables to nets.
- Casts or lowers nets, pots, lines or traps into water.
- Lays out lines and attaches hooks, bait, sinkers, anchors, floats, swivels or buoys.

- Baits hooks, pots, traps and dillies and sets lines into position.
- Hauls in nets, pots, traps, dillies and lines and removes fish and other marine life.
- Sorts, cleans, preserves, stows and refrigerates catch.
- Secures and lowers dredges to be towed through shell fish beds, winches dredges on board and empties catch into sorting trays.
- Sets traps or tunnels in water and scoops fish into boats.
- Repairs and stores nets or lines and assists in the operation and maintenance of vessels and equipment.
- Loads, unloads and stows supplies and equipment.
- May operate vessels to troll or trawl across sea-bed.
- May store catch in swimming tanks or cool storage.
- May haul fish from water using gaffs.

SPECIALISATIONS

Abalone Shucker

Assists divers in the collection of abalone from the sea-bed by operating compressors to maintain air supply to divers, securing, lowering, hauling in and emptying shell baskets, and extracting meat from shells.

Prawner

Catches prawns by setting nets across current or tide streams so that tide flow channels prawns into nets.

8999-11 ANIMAL ATTENDANT

Feeds, waters and cares for animals and birds in restricted environments such as zoos, circuses, kennels and veterinary clinics.

SKILL LEVEL

On-the-Job Training: 1-6 months.

TASKS Include:

- Cleans and disinfects animal cages and enclosures.
- Transports feed, such as baled hay, meat and ground grain, to feeding areas and feeds animals and birds.
- Bathes and grooms animals.
- Treats minor injuries and reports serious conditions to veterinarians.
- Inspects animals' cages.
- Transfers animals between enclosures by leading or carrying them, or by opening and closing doors between cages.
- Dusts and sprays insecticides on animals and birds to control insect pests, or immerses them in insecticide baths.
- Positions and restrains animals for veterinary treatment.
- Shaves and cleans skin and fur.
- Prepares and lays out veterinary equipment and supplies.

- May, under the direction of trained staff, perform veterinary procedure such as giving medication and vaccines to animals.

SPECIALISATIONS

Animal Groom (except Horse)
Kennelman/maid

8999-13 PEST AND WEED CONTROLLER

Applies pesticides and pest management techniques in domestic, commercial and industrial areas to kill or control pests.

SKILL LEVEL

Education: 6 month certificate.

On-the-Job Training: 6 months.

TASKS Include:

- Inspects buildings and surrounding areas to detect signs of termites, rodents, weeds or other pests.
- Determines types of treatment and provides estimates of costs.
- Mixes chemicals.
- Operates generators, compressors and manual or electric pumps to inject or spray pesticides.
- Dusts infested areas with poisonous powder.
- Applies pesticides in pre-treatment of building sites.
- Uses manual and electric hand tools to gain access to floor, wall and roof cavities.
- Sets mechanical traps and places poisonous baits in infested areas.
- Proofs buildings against birds, insects, possums and other pests.
- Seals vents and other openings prior to fumigating.
- Turns cylinder valves to discharge fumigants.
- Fumigates storage spaces, house furnishings and clothing.
- May advise on sanitation and preventive pest control techniques.
- May apply timber hardening additives to prevent wood borers.
- May apply neutralising agents to dispel offensive odours.

SPECIALISATIONS

Fumigator
Pest Exterminator

8999-15 VENDING MACHINE ATTENDANT

Stocks and maintains vending machines and collects money from coin boxes.

MAJOR GROUP 8

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Loads, unloads and transports stock and equipment.
- Clears money from containers in machines and checks monitoring systems.
- Fills storage areas and checks distribution mechanisms of machines.
- Carries out simple mechanical maintenance and replaces parts or machines.
- Keeps stock records and accounts for money collected.

SPECIALISATION

Poker Machine Attendant

8999-17 LAMPMAN/WOMAN
Lamproom Attendant

Issues electric and safety lamps, and emergency breathing apparatus to underground miners.

SKILL LEVEL

On-the-Job Training: 2 months.

TASKS Include:

- Issues service and flame safety lamps at start of shifts and collects lamps from miners at end of shifts.
- Stores lamps.
- Checks and recharges batteries.
- Cleans lamps.
- Inspects lamps for malfunctions.
- Repairs or replaces faulty contacts, wires or globes and replaces damaged cords and reflectors.
- May clean change rooms and showers.

8999-19 HANDYMAN/WOMAN

Cleans, paints, repairs and maintains buildings, grounds and facilities.

SKILL LEVEL

On-the-Job Training: 2 weeks.

TASKS Include:

- Repairs broken windows, screens, doors, fences, barbecues, picnic tables, shelves, cupboards and other articles.
- Replaces light bulbs.
- Repairs damaged plaster.

LABOURERS AND RELATED WORKERS

- Paints interior and exterior surfaces such as walls, ceilings and fences.
- Hoses driveways.
- Clears rubbish and leaves from grounds.
- Mows lawns and cultivates gardens and shrubbery.
- May carry out cleaning tasks.

SPECIALISATIONS

Hotel Useful
Hotel Yardman/woman

8999-21 FUNERAL ATTENDANT
Undertaker's Assistant

Prepares funeral parlours, assists in the transport and placement of coffins and assists undertakers at funerals.

SKILL LEVEL

On-the-Job Training: 3 months.

TASKS Include:

- Escorts mourners to funeral parlours or chapels.
- Arranges burial equipment such as mats and lowering straps.
- Distributes and collects attendance and tribute cards.
- May clean parlours, chapels and hearses.
- May assist as pallbearer.
- May drive hearses to transport bodies.

SPECIALISATION

Crematorium Assistant
Assists placement of coffins on conveyor systems, and removes metal fittings and ashes.

RELATED OCCUPATIONS

Occupation 6699-11 Funeral Director
Occupation 7315-17 specialisation, Crematorium Plant Operator

8999-23 VETERINARY NURSE

Cares for animals under treatment at veterinary clinics, and assists veterinarians performing operations.

SKILL LEVEL

Education: 1 year certificate.
On-the-Job Training: 3 months.

TASKS Include:

- Holds animals still to allow veterinarian to examine or treat them.

- Cleans examination tables with antiseptic between consultations.
- Holds instruments ready for use and hands these to veterinarian.
- Places animals in cages for recovery from operations, and monitors their condition.
- Assists veterinarians to administer anaesthetics, oxygen and swabs at operations.
- Gives medication to animals under direction of veterinarians.
- May perform diagnostic laboratory tests.
- May act as receptionist.
- May accept payments and undertake clerical work.

SPECIALISATIONS

Animal Nurse
Veterinary Attendant

8999-25 RAILWAY STATION ASSISTANT

Operates and maintains the facilities of railway stations.

SKILL LEVEL

On-the-Job Training: 1-4 weeks.

TASKS Include:

- Updates platform indicators showing train times and destinations.
- Cleans station facilities such as toilets and waiting rooms.
- Cleans away rubbish on platforms and empties rubbish bins.
- Assists Station Masters/Mistresses.
- Collects tickets at barriers.
- May check tickets of passengers as they enter platforms.
- Answers inquiries from the public.
- Opens and closes gates to allow entry and exit from station platforms.

8999-27 AUTOMOTIVE PARTS RECYCLER

Dismantles parts and sub-assemblies from unusable vehicles, and cleans, tests, labels and catalogues them for resale.

SKILL LEVEL

On-the-Job Training: 1 year.

TASKS Include:

- Examines vehicles to determine which parts can be recycled.
- Removes sub-assembly units or salvages parts.

- Cleans, inspects and measures parts to determine amount of wear.
- Tests units or parts and discards unusable parts.
- Marks parts to identify them with details such as make and model, packages them and places them in storage areas.
- Stores unusable vehicle bodies and rejected or damaged parts, for scrap metal collection.
- May answer phone enquiries and serve customers at counters.
- May despatch parts to customers through transport agencies.

8999-99 LABOURERS AND RELATED WORKERS NEC

This residual grouping covers workers not elsewhere classified.

SPECIALISATIONS

Car Park Attendant

Directs and guards cars in parking areas.
Collects fees at entry or exit points and issues tickets.
May operate boom gates.

School Crossing Attendant

Assists children or disabled pedestrians to cross roads.

First Aide Officer

Grain Binsman/woman

Grip

Pool Serviceperson

Railway Crossing Attendant

Stage Assistant

Stagehand

Studio Hand

INTRODUCTION

The Keyword Index of Structure Titles lists all occupation titles used in the *Occupation Definitions* under keywords. This Index is intended to help users of the classification to find occupation definitions using significant words from occupation titles.

As such it should be used only as an index to this publication. **It is not suitable for use as the principal means of assigning ASCO codes to data** obtained from statistical collections, personnel management records or job vacancy notices.

The keywords are all of the words (except articles, conjunctions and prepositions) which occur in the principal, alternative and specialisation titles used in the ASCO structure. Keywords are arranged in alphabetical order. Each keyword is followed by a list of all the titles in which it occurs, with the appropriate ASCO occupation (6-digit) code for each title.

Titles containing more than one keyword appear more than once in the Index. Thus, the Specialisation Title 'Clerk of High Court' appears under 'Clerk', 'High' and 'Court' (but not under 'of').

Principal Titles are the official titles used to designate the 1079 occupations in ASCO. They have been designed primarily as labels for particular categories in the structure of ASCO.

Alternative Titles are commonly used titles for jobs requiring the performance of the same range of tasks listed in the definition of the corresponding Principal Title. *Specialisation Titles* are commonly used titles requiring the performance of a subset of tasks listed in the definition of the corresponding Principal Title. Hence they constitute a subset of jobs belonging to the occupation designated by the Principal Title.

The words in Principal Titles are typically used in a more restricted sense than they are in everyday usage. To assign ASCO codes accurately to natural language occupation descriptions (such as those found in survey responses or personnel records), the products developed by the ABS specifically for this purpose should be used. These are the *ASCO EXPERT Coding System* (Cat Nos. 1224.0 and 1226.0) or the *ASCO Manual Coding System* (Cat Nos. 1225.0 and 1227.0). When the standard coding procedures defined in these publications fail to yield a code for a particular job, it is then appropriate for trained and experienced staff to use the Keyword Index of Structure Titles as one step in finding the appropriate ASCO code. Details of this and other strategies for assigning ASCO codes to such cases are provided in the Query Resolution Guides in these publications.

KEYWORD INDEX OF STRUCTURE TITLES**A**

KEYWORD	CODE	TITLE
A-GRADE	4901-11	Wood Machinist (A-Grade)
ABALONE	4999-23	Abalone Diver
	8925-13	Abalone Shucker
ABATTOIR	4701-01	Supervisor, Abattoir Workers
	8199-33	Abattoir Sticker
	8199-33	Knockerdown (Abattoir)
	8199-33	Stunner and Shackler (Abattoir)
ABORIGINAL	2407-99	Aboriginal Education Teacher
	2607-11	Aboriginal Ceremonial Celebrant
ABRASIVE	7419-99	Abrasive Wheel Maker
ACCESSORIES	6301-25	Sales Assistant (Vehicle Parts and Accessories)
	8923-01	Supervisor, Vehicle Accessories Fitters
	8923-11	Vehicle Accessories Fitter
ACCOMMODATION	3905-99	Travel Accommodation Inspector
	8915-11	Accommodation and Lodging Housekeeper
ACCOMPANIST	2815-17	Accompanist
ACCOUNT	2703-11	Advertising Account Executive
ACCOUNTANT	1301-11	Chief Accountant
	2701-11	Accountant
	2701-91	Cadet Accountant
	2701-91	Trainee Accountant
	5301-17	Bank Accountant
	5301-17	Branch Accountant (Financial Institution)
ACCOUNTING	5203-11	Accounting Machinist
	5301-01	Supervisor, Accounting Clerks
	5301-13	Investment Accounting Clerk
ACCOUNTS	5301-13	Accounts Clerk
ACROBAT	2817-13	Acrobat
ACTIVITIES	2999-17	Activities Officer
ACTOR	2817-11	Actor
ACTUARIAL	5305-01	Supervisor, Statistical and Actuarial Clerks
	5305-13	Actuarial Clerk
ACTUARY	2909-15	Actuary
ACUPUNCTURIST	2399-99	Acupuncturist
ADJUSTER	3905-29	Loss Adjuster
	4213-11	Scalemaker and Adjuster
ADMINISTRATIVE	1103-17	Administrative Appeals Tribunal Member
ADMINISTRATOR	1101-99	Northern Territory Administrator
	1201-11	Hospital Administrator
	1315-11	Nurse Administrator
	1399-99	Religious Administrator
	1599-13	Sports Centre Administrator

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
ADMINISTRATOR (cont.)	2601-11	Social Planner and Administrator
	2707-21	Database Administrator
	2799-11	Health Data Administrator
	2799-11	Medical Record Administrator
ADMISSIONS	5601-15	Admissions Clerk
ADMITTING	5601-15	Hospital Admitting Clerk
ADVERTISING	1303-11	Advertising Manager
	2703-11	Advertising Account Executive
	5999-15	Classified Advertising Clerk
	6201-21	Sales Representative (Advertising)
ADVISER	2107-25	Forestry Adviser
	2107-27	Agricultural Adviser
	2603-17	Careers Counsellor and Adviser
	2905-13	Early Child Care Adviser
	2905-13	Pre-School Adviser
	2999-17	Recreation Adviser
	6101-99	Investment Adviser
	6507-13	Tourist Adviser
ADVISORY	2905-11	Curriculum Advisory Teacher
AERIAL	3201-17	Aerial Survey Technician
AEROBICS	2505-99	Aerobics Instructor
AERONAUTICAL	2219-11	Aeronautical Engineer
	3299-99	Aeronautical Engineering Technical Officer
AGENCY	1599-17	Real Estate Agency Manager
	1599-99	Stock and Station Agency Manager
AGENT	2701-11	Tax Agent
	3999-99	Inquiry Agent
	5503-13	Customs Agent
	5901-11	Collection Agent
	6103-11	Insurance Agent
	6105-13	Leasing Agent
	6507-11	Travel Agent (Commercial)
AGENTS	6103-01	Supervisor, Insurance Brokers and Agents
AGRICULTURAL	2107-27	Agricultural Adviser
	2107-27	Agricultural Consultant
	2107-27	Agricultural Extension Officer
	2219-13	Agricultural Engineer
	2901-11	Agricultural Economist
	3103-29	Agricultural Technical Officer
	3103-31	Agricultural Technician
	3301-11	Agricultural Pilot
	3999-99	Agricultural Secretary
AGROMETEOROLOGIST	2199-15	Agrometeorologist
AGRONOMIST	2107-19	Agronomist
AGROSTOLOGIST	2107-19	Agrostologist

KEYWORD INDEX OF STRUCTURE TITLES**A**

KEYWORD	CODE	TITLE
AID	8999-99	First Aid Officer
AIDE	5903-11	Teachers' Aide
	6601-11	Pre-School Aide
	6601-13	Child Care Aide
	6603-11	Nurses' Aide
	6607-13	Family Aide
	8921-13	Dietary Aide
AIR	1201-11	Air Force ranks above and including Air Commodore
	2199-11	Air Pollution Analyst
	2205-13	Air Photo Plotter (Air Force)
	2219-11	Air Safety Engineer
	3201-17	Communications Electronic Systems Technician (Air Force)
	3207-15	Photographic Interpreter (Air Force)
	3299-99	Aircraft Systems Technician (Air Force)
	3299-99	Avionics Systems Technician (Air Force)
	3303-11	Air Traffic Controller
	3303-25	Air Observer (Rescue)
	3303-91	Trainee Air Traffic Controller
	3303-99	Air Defence Officer
	7317-11	Air Track Operator
AIR-CONDITIONING	2213-11	Air-Conditioning Engineer
	3205-11	Air-Conditioning Drafting Officer
	4307-01	Supervisor, Refrigeration and Air-Conditioning Mechanics
	4307-11	Air-Conditioning Mechanic
	4307-11	Air-Conditioning Technician
	4307-91	Apprentice Refrigeration and Air-Conditioning Mechanic
	4601-11	Automotive Air-Conditioning Mechanic
	7303-11	Air-Conditioning Plant Operator
AIRBORNE	3303-99	Airborne Electronics Analyst
AIRCRAFT	3201-15	Aircraft Electronics Technical Officer
	3299-99	Aircraft Detail Draftsperson
	3299-99	Aircraft Systems Technician (Air Force)
	3301-11	Aircraft Captain
	3301-11	Aircraft Pilot
	3303-23	Aircraft Navigator
	3303-25	Aircraft Crewman/woman (Military and Rescue)
	4103-13	Aircraft Machinist
	4103-91	Apprentice Aircraft Machinist
	4211-01	Supervisor, Aircraft Maintenance Engineers
	4211-11	Aircraft Engine Fitter
	4211-11	Aircraft Ground Engineer (Engines)
	4211-11	Aircraft Maintenance Engineer (Engines)
	4211-11	Aircraft Mechanic (Engines)
	4211-11	Examiner of Aircraft Engines
	4211-11	Licensed Aircraft Maintenance Engineer (Engines)
	4211-11	Line Maintenance Aircraft Engineer (Engines)
	4211-13	Aircraft Ground Engineer (Airframes)
	4211-13	Aircraft Maintenance Engineer (Airframes)
	4211-13	Licensed Aircraft Maintenance Engineer (Airframes)
	4211-13	Line Maintenance Aircraft Engineer (Airframes)
	4211-15	Aircraft Electrical Engineer
	4211-15	Aircraft Ground Engineer (Electrical)
	4211-15	Aircraft Maintenance Engineer (Electrical)
	4211-15	Examiner of Aircraft (Electrical)
	4211-15	Licensed Aircraft Maintenance Engineer (Electrical)

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
AIRCRAFT (cont.)	4211-17	Aircraft Ground Engineer (Radio)
	4211-17	Aircraft Maintenance Engineer (Radio)
	4211-17	Aircraft Mechanic (Radio)
	4211-17	Examiner of Aircraft Radio
	4211-17	Licensed Aircraft Maintenance Engineer (Radio)
	4211-19	Aircraft Ground Engineer (Instruments)
	4211-19	Aircraft Maintenance Engineer (Instruments)
	4211-19	Aircraft Mechanic (Instruments)
	4211-19	Examiner of Aircraft Instruments
	4211-19	Licensed Aircraft Maintenance Engineer (Instruments)
	4211-91	Apprentice Aircraft Ground Engineer
	4211-91	Apprentice Aircraft Maintenance Engineer
	4211-91	Apprentice Aircraft Mechanic
	4999-27	Aircraft Safety Equipment Worker
	5503-11	Aircraft Load Controller
	6609-01	Aircraft Purser
	7299-99	Military Aircraft Handler
	8301-11	Aircraft Cabin Cleaner
AIRFIELD	7499-19	Airfield Defence Guard
AIRFRAME	3299-99	Airframe Technical Officer
	4211-13	Airframe Fitter
	4211-13	Airframe Mechanic
AIRFRAMES	3303-19	Airworthiness Surveyor (Airframes)
	4211-13	Aircraft Ground Engineer (Airframes)
	4211-13	Aircraft Maintenance Engineer (Airframes)
	4211-13	Examiner of Airframes
	4211-13	Licensed Aircraft Maintenance Engineer (Airframes)
	4211-13	Line Maintenance Aircraft Engineer (Airframes)
AIRLINE	6405-11	Airline Traffic Officer (Passenger Services)
AIRWAYS	3303-17	Airways Surveyor
AIRWORTHINESS	3303-19	Airworthiness Surveyor
	3303-19	Airworthiness Surveyor (Airframes)
	3303-19	Airworthiness Surveyor (Electrical and Instruments)
	3303-19	Airworthiness Surveyor (Engines)
	3303-19	Airworthiness Surveyor (Radio)
ALARMS	4311-99	Alarms Installer
ALCOHOL	2603-11	Drug and Alcohol Counsellor
ALCOHOLIC	7431-17	Alcoholic Beverage Machine Operator
ALDERMAN/WOMAN	1101-99	Alderman/woman
ALLERGIST	2303-99	Clinical Allergist
ALUMINIUM	7315-11	Pot Operator (Aluminium)
AMBASSADOR	1101-99	Ambassador
AMBULANCE	1399-99	Ambulance Superintendent
	3909-11	Ambulance Officer
	3909-11	Ambulance Paramedic
AMENITY	7209-13	Amenity Horticulture Machine Operator

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KEYWORD	CODE	TITLE
AMMUNITION	4999-29	Ammunition Technician
AMUSEMENT	4399-13	Amusement Machine Mechanic
ANAESTHETIC	3101-99	Anaesthetic Technician
ANAESTHETIST	2303-11	Anaesthetist
ANALYST	2199-11	Air Pollution Analyst
	2199-11	Land Degradation Analyst
	2199-11	Water Quality Analyst
	2707-15	Analyst Programmer
	2707-17	Communications Analyst
	2707-17	Computer Analyst
	2707-17	Computer Systems Analyst
	2707-17	Database Analyst
	2707-17	EDP Analyst
	2707-17	Telecommunications Analyst
	2707-25	EDP Security Analyst
	2799-15	Organisation and Methods Analyst
	2799-15	Procedures Analyst
	2907-99	Market Research Analyst
	2909-11	Operations Research Analyst
	3103-11	Chemical Process Analyst
	3303-99	Airborne Electronics Analyst
	3999-27	Forms Analyst
	3999-27	Forms Analyst and Designer
	3999-29	Credit and Loans Analyst
ANATOMIST	2107-11	Anatomist
	2107-19	Plant Anatomist
ANIMAL	2107-11	Animal Morphologist
	2107-23	Animal Nutritionist
	2107-23	Animal Taxonomist
	3103-27	Animal Technician
	4931-99	Animal Trainers nec
	8199-33	Animal Skinner
	8999-11	Animal Attendant
	8999-11	Animal Groom (except Horse)
	8999-23	Animal Nurse
ANIMATOR	2805-13	Animator
ANNEALER	7315-13	Annealer
ANNOUNCER	2819-11	Announcer
ANODE	7399-33	Anode Press Operator
ANODISER	4209-13	Anodiser
ANTHROPOLOGIST	2907-99	Anthropologist
ANTIQUE	4903-11	Antique Furniture Reproducer
	4903-11	Antique Furniture Restorer
APIARIST	1401-35	Apiarist
APIARY	8201-99	Apiary Assistant

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
APPAREL	4911-13	Apparel Sample Hand
	4911-15	Apparel Cutter
APPEALS	1103-17	Administrative Appeals Tribunal Member
APPLIANCE	4303-13	Electrical Appliance Servicer
APPLICATIONS	2707-11	Applications Programmer
APPOINTMENTS	5601-11	Appointments Clerk
APPRENTICE	1401-91	Farm Apprentice
	3915-91	Apprentice Jockey
	4101-91	Apprentice Toolmaker
	4103-91	Apprentice Aircraft Machinist
	4103-91	Apprentice Automotive Machinist
	4103-91	Apprentice Fitter, Turner and Machinist
	4103-91	Apprentice Mechanic (Diesel and Heavy Earthmoving Equipment)
	4103-91	Apprentice Metal Fitter and Machinist
	4103-91	Apprentice Sewing Machine Mechanic
	4103-91	Apprentice Textile Mechanic
	4201-91	Apprentice Blacksmith
	4201-91	Apprentice Farrier
	4201-91	Apprentice Forging Tradesperson
	4203-91	Apprentice Coppersmith
	4203-91	Apprentice Metal Spinner
	4203-91	Apprentice Sheetmetal Tradesperson
	4205-91	Apprentice Boilermaker
	4205-91	Apprentice Metal Fabricator
	4205-91	Apprentice Structural Steel Tradesperson
	4205-91	Apprentice Structural Steel, Boilermaking and Welding Tradesperson
	4205-91	Apprentice Template Maker
	4205-91	Apprentice Welder
	4207-91	Apprentice Metal Casting Patternmaker
	4207-91	Apprentice Metal Casting Tradesperson
	4207-91	Apprentice Moulder and Coremaker
	4209-91	Apprentice Electroplater
	4209-91	Apprentice Metal Finishing Tradesperson
	4209-91	Apprentice Metal Polisher
	4211-91	Apprentice Aircraft Ground Engineer
	4211-91	Apprentice Aircraft Maintenance Engineer
	4211-91	Apprentice Aircraft Mechanic
	4213-91	Apprentice Locksmith
	4213-91	Apprentice Precision Metal Tradesperson
	4213-91	Apprentice Saw Maker and Repairer
	4213-91	Apprentice Watch and Clock Repairer
	4301-91	Apprentice Electrical Powerline Tradesperson
	4303-91	Apprentice Electrical Fitter
	4305-91	Apprentice Automotive Electrician
	4307-91	Apprentice Refrigeration and Air-Conditioning Mechanic
	4309-91	Apprentice Electrical Mechanic
	4309-91	Apprentice Electrician
	4313-91	Apprentice Radio and Television Servicer
	4315-91	Apprentice Office Equipment and Computer Servicer
	4399-99	Apprentice Electronic Instrumentation Tradesperson
	4401-91	Apprentice Carpenter
	4401-91	Apprentice Carpenter and Joiner
	4401-91	Apprentice Joiner
	4403-91	Apprentice Bricklayer
	4405-91	Apprentice Painter, Decorator and Signwriter

KEYWORD INDEX OF STRUCTURE TITLES

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KEYWORD	CODE	TITLE
APPRENTICE (cont.)	4407-91	Apprentice Plasterer
	4409-91	Apprentice Drainer
	4409-91	Apprentice Gasfitter
	4409-91	Apprentice Leadburner
	4409-91	Apprentice Plumber
	4409-91	Apprentice Sprinkler Fitter
	4411-91	Apprentice Roof Slater and Tiler
	4413-91	Apprentice Wall and Floor Tiler
	4501-91	Apprentice Compositor
	4503-91	Apprentice Graphic Reproduction Tradesperson
	4505-91	Apprentice Printing Machinist
	4507-91	Apprentice Binder and Finisher
	4509-91	Apprentice Stereotyper and Electrotyper
	4511-91	Apprentice Screen Printer
	4601-91	Apprentice Brake Mechanic
	4601-91	Apprentice Diesel Motor Mechanic
	4601-91	Apprentice Motor Mechanic
	4601-91	Apprentice Motorcycle Mechanic
	4601-91	Apprentice Small Engine Mechanic
	4603-91	Apprentice Panel Beater
	4605-91	Apprentice Vehicle Painter
	4607-91	Apprentice Vehicle Body Maker
	4609-91	Apprentice Vehicle Trimmer
	4701-91	Apprentice Butcher
	4701-91	Apprentice Meat Tradesperson
	4701-91	Apprentice Slaughterman/woman
	4701-91	Apprentice Smallgoods Maker
	4703-91	Apprentice Baker and Pastrycook
	4705-91	Apprentice Cook
	4799-91	Apprentice Buttermaker
	4799-91	Apprentice Cheesemaker
	4799-91	Apprentice Confectioner
	4799-91	Apprentice, Other Food Trades
	4801-91	Apprentice Nurseryman/woman
	4803-91	Apprentice Greenkeeper
	4805-91	Apprentice Gardener
	4805-91	Apprentice Landscape Gardener
	4901-91	Apprentice Wood Machinist
	4901-93	Apprentice Wood Turner
	4903-91	Apprentice Cabinetmaker
	4905-91	Apprentice Cane Furniture Maker
	4905-91	Apprentice Cooper
	4905-91	Apprentice Furniture Finisher
	4905-91	Apprentice Model Maker
	4905-91	Apprentice Picture Framer
	4905-91	Apprentice Wood Carver
	4905-91	Apprentice, Other Wood Trades
	4907-91	Apprentice Boatbuilder
	4907-91	Apprentice Marine Construction Tradesperson
	4907-91	Apprentice Ship's Carpenter
	4907-91	Apprentice Shipwright
	4911-91	Apprentice Garment Tradesperson
	4911-91	Apprentice Tailor
	4913-91	Apprentice Upholsterer and Bedding Tradesperson
	4915-91	Apprentice Clicker
	4915-91	Apprentice Shoemaker and Repairer
	4917-91	Apprentice Canvas Goods Maker
	4917-91	Apprentice Leather Goods Maker
	4917-91	Apprentice Sailmaker
	4917-91	Apprentice, Other Leather and Canvas Trades

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
APPRENTICE (cont.)	4919-91	Apprentice Floor Coverer
	4921-91	Apprentice Flat Glass Tradesperson
	4923-91	Apprentice Diamond Cutter
	4923-91	Apprentice Jeweller
	4923-91	Apprentice Jewellery and Precious Metalware Tradesperson
	4923-91	Apprentice Silversmith
	4925-91	Apprentice Craftworker
	4925-91	Apprentice Musical Instrument Maker and Repairer
	4925-91	Apprentice Piano Tuner
	4925-91	Apprentice Potter
	4927-91	Apprentice Hairdresser
	4999-91	Apprentice Dental Mechanic
	4999-91	Apprentice Florist
	4999-91	Apprentice Optical Mechanic
	4999-91	Apprentice Stonemason
	4999-91	Apprentice, Other Trades
ARBITRATION	1103-19	Conciliation and Arbitration Commissioner
	3905-23	Arbitration Inspector
ARBORICULTURIST	4805-15	Arboriculturist
ARC	4205-19	Arc Welder
	4205-19	Gas-shielded Arc Welding Operator
ARCH	4403-11	Arch Builder
ARCHAEOLOGIST	2907-99	Archaeologist
ARCHITECT	2201-11	Architect
	2201-11	Chief Architect
	2201-13	Landscape Architect
	2219-15	Naval Architect
ARCHITECTURAL	3207-13	Architectural Associate
	3207-13	Architectural Drafting Officer
	3207-13	Architectural Technical Officer
	3299-99	Architectural Tracer
ARCHIVIST	2999-13	Archivist
ARMAMENT	2219-99	Military Armament Engineer
	4999-29	Armament Fitter
	4999-29	Armament Mechanic
ARMATURE	4303-11	Armature Winder
ARMoured	7499-19	Armoured Fighting Vehicle Crewman
	7499-19	Armoured Fighting Vehicle Driver
ARMOURER	4213-19	Armourer
ARMY	1201-11	Army ranks above and including Brigadier
	2209-11	Transport Engineer (Army)
	2607-11	Salvation Army Officer
	5605-11	Despatch Rider (Army)
	7211-11	Fire Engineer (Army)
	7299-99	Recovery Mechanic (Army)
	7299-99	Specialist Vehicles Operator (Army)
ARRANGER	2815-99	Music Arranger

KEYWORD INDEX OF STRUCTURE TITLES

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KEYWORD	CODE	TITLE
ARRANGER (cont.)	5501-11	Programme Arranger
ART	2505-11	Art Teacher (Private)
	2811-11	Art Director (Television, Film or Stage)
	3999-13	Museum and Art Gallery Technician
ARTICLED	2605-91	Articled Clerk
ARTIFICIAL	3103-31	Artificial Insemination Technician
ARTIST	2801-11	Artist (Painting)
	2801-99	Environmental Artist
	2801-99	Laser Artist
	2805-13	Commercial Artist
	2805-13	Display Artist
	2813-13	Striptease Artist
	2817-13	Circus Artist
	2817-13	Variety Artist
	3903-99	Make-up Artist
	3999-17	Finish Artist
	3999-17	Layout Artist
	3999-17	Paste-up Artist
ARTISTIC	2801-11	Painter (Artistic)
	2801-99	Etcher (Artistic)
ARTS	2801-99	Scene Painter (Performing Arts)
	3903-01	Supervisor, Performing Arts Support Workers
ASPHALT	8409-11	Asphalt Worker
ASSAULT	7499-19	Assault Trooper
ASSAYER	2101-11	Assayer
ASSEMBLER	8103-11	Metal and Metal Products Assembler
	8103-11	Metal Window Assembler
	8103-11	Vehicle Assembler
	8103-13	Electrical and Electronic Equipment Assembler
	8103-15	Jewellery Assembler
	8103-17	Furniture Assembler
	8103-17	Joinery Assembler
	8103-17	Wood Products Assembler
ASSEMBLERS	8103-01	Supervisor, Assemblers
ASSEMBLY	8109-13	Equipment Assembly Inspector
	8109-13	Vehicle Assembly Inspector
ASSESSOR	2999-99	Military Personnel Selection Assessor
	3103-27	Forest Assessor
	3905-29	Claims Assessor (except Health)
	3905-29	Insurance Assessor (except Health)
	5303-11	Health Insurance Assessor
ASSISTANT	2807-01	Assistant Editor
	2807-99	Editorial Assistant
	2999-99	Executive Assistant
	3103-27	Botanical Technical Assistant
	3201-13	Electrical Engineering Drafting Assistant
	3201-17	Electronics Detail Drafting Assistant

KEYWORD	CODE	TITLE
ASSISTANT (cont.)	3203-13	Civil Engineering Drafting Assistant
	3205-13	Mechanical Engineering Drafting Assistant
	3999-23	Photographic Studio Assistant
	4911-13	Wardrobe Assistant
	5401-11	Library Assistant
	5603-11	Manual Assistant (Telecom)
	5903-11	Teachers' Assistant
	6301-11	Sales Assistant (Hardware and Gardening Supplies)
	6301-13	Sales Assistant (Fabrics, Clothing and Footwear)
	6301-15	Canteen Assistant
	6301-15	Sales Assistant (Food and Drink Products)
	6301-17	Sales Assistant (Furniture, Floor Coverings and Household Goods)
	6301-19	Sales Assistant (Caravans and Motor Vehicles)
	6301-21	Sales Assistant (Office Supplies)
	6301-21	Sales Assistant (Stationery, Newspapers and Books)
	6301-23	Chemist Shop Assistant
	6301-23	Sales Assistant (Pharmaceutical Products and Toiletries)
	6301-25	Sales Assistant (Tyres)
	6301-25	Sales Assistant (Vehicle Parts and Accessories)
	6301-99	Sales Assistant (EDP and Office Equipment)
	6301-99	Sales Assistant (Musical Equipment and Supplies)
	6301-99	Sales Assistant (Photographic Equipment and Supplies)
	6301-99	Sales Assistant (Sports Equipment and Toys)
	6301-99	Sales Assistant (Watches and Jewellery)
	6601-11	Kindergarten Assistant
	6601-13	Child Care Assistant
	6601-15	Children's Nursery Assistant
	6601-99	Special Teaching Assistant
	6605-11	Dental Assistant
	7107-91	Assistant Locomotive Driver
	7399-13	Rolling Mill Assistant
	7399-19	Railway Yard Assistant
	7435-11	Photographic Laboratory Assistant
	7499-21	Printing Bindery Assistant
	8101-11	Boilermaker's Assistant
	8101-11	Fitter's Assistant
	8101-11	Metal Forger's Assistant
	8101-11	Metal Moulder's Assistant
	8101-11	Metal Trades Assistant
	8101-13	Bricklayer's Trades Assistant
	8101-13	Carpenter's Trades Assistant
	8101-13	Construction Trades Assistant
	8101-13	Painter and Decorator's Assistant
	8101-13	Plasterer's Assistant
	8101-13	Plumber's Trades Assistant
	8101-13	Roof Slater and Tiler's Assistant
	8101-13	Signwriter's Assistant
	8101-13	Wall and Floor Tiler's Assistant
	8101-15	Cable Joiner's Assistant
	8101-15	Electrical and Telecommunications Trades Assistant
	8101-15	Electrical Power Linesman/woman's Assistant
	8101-15	Telecommunications Lineman/woman's Assistant
	8101-99	Carpetlayer's Assistant
	8101-99	Garage Assistant
	8101-99	Motor Mechanic's Trades Assistant
	8101-99	Powder Monkey's Assistant
	8101-99	Shot Firer's Assistant
	8109-15	Product Testing Assistant
	8199-11	Tinning Line Assistant
	8199-29	Printing Machine Assistant

KEYWORD INDEX OF STRUCTURE TITLES

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KEYWORD	CODE	TITLE
ASSISTANT (cont.)	8199-31	Glassware Process Assistant
	8201-99	Apiary Assistant
	8201-99	Hatchery Assistant
	8201-99	Oyster Grower's Assistant
	8205-11	Nursery Assistant (Horticulture)
	8205-13	Gardener's Assistant
	8405-13	Rigger's Assistant
	8411-11	Geological Survey Field Assistant
	8411-11	Seismic Survey Assistant
	8411-11	Surveyor's Assistant
	8907-11	Stores Assistant
	8907-11	Warehouse Assistant
	8909-17	Furniture Removalist's Assistant
	8917-11	Laundry Assistant
	8921-11	Ward Assistant
	8921-15	Nursing Assistant
	8999-21	Crematorium Assistant
	8999-21	Undertaker's Assistant
	8999-25	Railway Station Assistant
	8999-99	Stage Assistant
ASSISTANTS	6301-01	Supervisor, Sales Assistants
	8199-01	Supervisor, Other Trades Assistants and Factory Hands
	8201-01	Supervisor, Farm Hands and Assistants
ASSOCIATE	2605-99	Judge's Associate
	2807-01	Associate Editor
	3201-11	Electrical Engineering Associate
	3201-15	Electronics Engineering Associate
	3203-11	Civil Engineering Associate
	3205-11	Mechanical Engineering Associate
	3207-13	Architectural Associate
	3207-15	Cartographic Associate
	3207-15	Surveying Associate
ASSURANCE	3901-15	Social Worker Associate
ASSURANCE	6103-11	Life Assurance Representative
ASTRONOMER	2105-11	Astronomer
ATTENDANT	5401-11	Library Attendant
	5907-15	Court Attendant
	6301-15	Bottle Shop Attendant
	6503-11	Bar Attendant
	6505-15	Dining Room Attendant
	6599-13	Auction Room Attendant
	6599-21	Driveway Attendant
	6599-21	Service Station Attendant
	6601-15	Child Care Attendant
	6601-15	Creche Attendant
	6609-01	Senior Flight Attendant
	6609-11	Flight Attendant
	7303-11	Boiler Attendant
	7313-11	Mine Cage Attendant
	7431-13	Sugar Melthouse Attendant
	7433-99	Strapping Machine Attendant
	7435-11	Dark Room Attendant
	7499-13	Tobacco Dryer Attendant
	7499-13	Tobacco Machine Attendant
	8101-99	Lubritorium Attendant

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
ATTENDANT (cont.)	8301-21	Car Wash Attendant
	8415-15	Screen and Loadout Attendant
	8901-11	Door Attendant
	8901-15	Theatre Attendant
	8901-15	Turnstile Attendant
	8911-99	Pool Attendant
	8917-11	Laundromat Attendant
	8921-15	Nurse Attendant
	8999-11	Animal Attendant
	8999-15	Poker Machine Attendant
	8999-15	Vending Machine Attendant
	8999-17	Lamproom Attendant
	8999-21	Funeral Attendant
	8999-23	Veterinary Attendant
	8999-99	Car Park Attendant
	8999-99	Railway Crossing Attendant
	8999-99	School Crossing Attendant
ATTENDANTS	6503-01	Supervisor, Bar Attendants
AUCTION	6599-13	Auction Room Attendant
AUCTIONEER	6599-11	Auctioneer
AUDIO	3903-11	Audio Operator
	3903-11	Audio Technician
AUDIOLOGIST	2399-11	Audiologist
AUDIOMETRIST	3101-99	Audiometrist
AUDIT	5301-13	Audit Clerk
AUDITOR	2701-11	Auditor
	2707-25	Computer Auditor
	2707-25	EDP Auditor
AUTHOR	2809-11	Author
AUTO	7209-13	Auto Scythe Operator
AUTOCLAVE	7431-27	Food Processing Autoclave Operator
AUTOMATIC	4901-11	Automatic Profile Sander Operator
AUTOMOBILE	7103-11	Automobile Driver
AUTOMOTIVE	4103-13	Automotive Machinist
	4103-91	Apprentice Automotive Machinist
	4305-01	Supervisor, Automotive Electricians
	4305-11	Automotive Electrical Fitter
	4305-11	Automotive Electrician
	4305-91	Apprentice Automotive Electrician
	4601-11	Automotive Air-Conditioning Mechanic
	6301-25	Automotive Parts Interpreter
	8999-27	Automotive Parts Recycler
AVIONICS	3299-99	Avionics Systems Technician (Air Force)
AWNINGS	8401-13	Awnings Installer
B-GRADE	4901-15	Wood Machinist (B-Grade)

KEYWORD	CODE	TITLE
BABY	6601-15	Baby Sitter
BACK-HOE	7201-15	Back-hoe Operator
BACTERIOLOGIST	2107-99	Bacteriologist
BAG	7433-99	Sack and Bag Filler
BAGMAN/WOMAN	5999-17	Bagman/woman
BAILIFF	5907-99	Bailiff
BAKER	4703-13	Baker
	4703-91	Apprentice Baker and Pastrycook
BAKERS	4703-01	Supervisor, Bakers and Pastrycooks
BAKING	8199-41	Baking Factory Hand
BALING	7433-99	Baling and Compression Machine Operator
BALLET	2505-15	Ballet Teacher
	2813-13	Ballet Dancer
BAND	2815-11	Band Leader
BANDER	4901-11	Edge Bander Operator
BANK	1507-11	Bank Manager
	5301-17	Bank Accountant
BAR	1501-11	Milk Bar Manager
	6503-01	Bar Manager
	6503-01	Supervisor, Bar Attendants
	6503-11	Bar Attendant
	6503-11	Bar Steward/Stewardess
BARBER	4927-11	Barber
BARGE	8925-11	Barge Hand
BARMAN/MAID	6503-11	Barman/maid
BARREL	4209-17	Barrel Plater
BARRISTER	2605-11	Barrister
BATCHER	7399-35	Premix Concrete Batcher
BATCHING	7399-35	Concrete Batching Plant Operator
BEAMER	7425-11	Beamer
	7425-11	Warp Beamer
BEATER	4603-11	Panel Beater
	4603-91	Apprentice Panel Beater
BEATERS	4603-01	Supervisor, Panel Beaters
BEAUTICIAN	6699-15	Beautician
BEAUTY	1599-99	Beauty Parlour Manager

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KEYWORD	CODE	TITLE
BEAUTY (cont.)	6699-15	Beauty Therapist
BEDDING	4913-01	Supervisor, Upholsterers and Bedding Tradespersons
	4913-13	Bedding and Mattress Maker
	4913-91	Apprentice Upholsterer and Bedding Tradesperson
BEEF	1401-17	Beef Cattle Farm Manager
	1401-17	Beef Cattle Farmer
	1401-17	Beef Cattle Station Manager
	1401-17	Beef Cattle Stud Farmer
BEEKEEPER	1401-35	Beekeeper
BELT	7309-11	Conveyor Belt Operator
BENCH	4103-11	Bench Fitter
BENCHWORKER	8103-15	Jewellery Benchworker
BENDER	4921-13	Glass Bender
BENDING	4203-17	Metal Bending Machine Operator
BESPOKE	4915-11	Bespoke Shoemaker
BEVELLER	4921-11	Glass Beveller
BEVERAGE	7431-17	Alcoholic Beverage Machine Operator
BEVERAGES	7399-99	Distiller (Beverages)
BIBLIOGRAPHER	2911-11	Bibliographer
BINDER	4507-11	Binder and Finisher
	4507-91	Apprentice Binder and Finisher
BINDERS	4507-01	Supervisor, Binders and Finishers
BINDERY	7499-21	Printing Bindery Assistant
BINSMAN/WOMAN	8999-99	Grain Binsman/woman
BIOCHEMIST	2107-15	Biochemist
	2303-37	Clinical Biochemist
BIOCHEMISTRY	3101-13	Clinical Biochemistry Technician
BIOGEOGRAPHER	2907-13	Biogeographer
BIOLOGIST	2107-15	Molecular Biologist
	2107-99	Cell Biologist
	2107-99	Soil Biologist
BIOLOGY	3103-25	Biology Technical Officer
BIOMEDICAL	2109-13	Biomedical Engineer
BIOMETRICIAN	2909-13	Biometrician
BIOPHYSICIST	2107-17	Biophysicist
BISCUIT	4703-15	Biscuit Maker

KEYWORD	CODE	TITLE
BISCUIT (cont.)	8199-41	Biscuit Factory Hand
BITUMEN	8409-11	Bitumen Worker
BLACKSMITH	4201-11	Blacksmith
	4201-91	Apprentice Blacksmith
BLACKSMITH'S	8101-11	Blacksmith's Striker
BLAST	7315-01	Supervisor, Blast Furnace Operators
	7315-11	Blast Furnace Operator
	8199-11	Blast Furnace Helper
BLASTER	4909-11	Blaster
BLASTING	4909-01	Supervisor, Blasting Tradespersons
BLEACHING	7425-17	Bleaching Machine Operator
BLENDER	7307-13	Well Treatment Blender Operator
	7431-15	Syrup Blender
	7431-17	Spirit Blender
	7431-23	Margarine Blender
BLENDING	7307-11	Petroleum Blending Plant Operator
	7407-21	Plastics Blending Machine Operator
BLINDSTITCHER	7427-13	Blindstitcher
BLOCKLAYER	4403-11	Blocklayer
BLOOD	2303-37	Blood Transfusionist
BLOW	7407-15	Blow Moulding Machine Operator
BLOWER	4921-13	Glass Blower
	4921-93	Trainee Glass Blower
BLOWING	4921-13	Glass Blowing Lathe Operator
BOARD	3201-17	Printed Circuit Board Designer
BOARDING	1505-99	Boarding House Manager
BOAT	4907-13	Boat Builder and Repairer
BOATBUILDER	4907-91	Apprentice Boatbuilder
BOATSWAIN	8925-01	Boatswain
BOBCAT	7201-19	Bobcat Operator
BODY	4607-01	Supervisor, Vehicle Body Makers
	4607-11	Vehicle Body Builder
	4607-11	Vehicle Body Maker
	4607-91	Apprentice Vehicle Body Maker
BOGGER	7201-23	Mechanical Bogger Operator
BOILER	3205-13	Boiler Testing Technician
	7303-11	Boiler Attendant
	7303-11	Stationary Engine and Boiler Operator

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KEYWORD	CODE	TITLE
BOILER (cont.)	7303-13	Marine Engine and Boiler Operator
	7431-13	Evaporator Boiler (Sugar Processing)
	7431-13	Sugar Boiler and Pan Operator
BOILERMAKER	4205-11	Boilermaker
	4205-13	Structural Boilermaker
	4205-91	Apprentice Boilermaker
BOILERMAKER-WELDER	4205-11	Boilermaker-Welder
BOILERMAKER'S	8101-11	Boilermaker's Assistant
BOILERMAKING	4205-01	Supervisor, Structural Steel, Boilermaking and Welding Tradespersons
	4205-91	Apprentice Structural Steel, Boilermaking and Welding Tradesperson
BOILERS	3905-13	Boilers and Pressure Vessels Inspector
BOLTER	8415-11	Roof Bolter (Mining)
BOND	5503-13	Bond Clerk
BONDING	7425-99	Fabric Bonding Machine Operator
BONER	8199-35	Meat Boner and Slicer
	8199-37	Poultry Boner
BOOK	2809-13	Book Editor
BOOKBINDING	4507-11	Paper Guillotine Operator (Bookbinding)
BOOKING	6405-11	Booking Clerk
BOOKKEEPER	5301-11	Bookkeeper
BOOKKEEPING	5203-01	Supervisor, Bookkeeping Machine Operators
BOOKMAKER	1599-19	Bookmaker
BOOKMAKER'S	5999-17	Bookmaker's Clerk
BOOKMAN/WOMAN	7421-13	Cotton Ginning Bookman/woman
BOOKS	6201-23	Sales Representative (Books and Paper Products)
	6301-21	Sales Assistant (Stationery, Newspapers and Books)
BOOKSHOP	1501-11	Bookshop Manager
BOOM	3903-99	Microphone Boom Operator
BORER	4103-13	Vertical Borer
BORING	3905-25	Boring Inspector
BOSS	7201-01	Shift Boss (Mining)
	8203-03	Bush Boss
BOSUN	8925-01	Bosun
BOTANICAL	3103-27	Botanical Technical Assistant
	3103-27	Botanical Technician
BOTANIST	2107-19	Botanist

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KEYWORD	CODE	TITLE
BOTANY	3103-25	Botany Technical Officer
BOTTLE	6301-15	Bottle Shop Attendant
	6501-11	Bottle Dealer
BOTTLING	7433-11	Bottling Machine Operator
BOUNCER	8901-11	Bouncer
BOY/GIRL	5605-11	Copy Boy/Girl
BRACEMAN/WOMAN	7313-11	Braceman/woman
BRAKE	4601-11	Brake Mechanic
	4601-91	Apprentice Brake Mechanic
	7419-99	Brake Lining Maker
BRANCH	1507-11	Financial Institution Branch Manager
	5301-17	Branch Accountant (Financial Institution)
BRAZIER	4205-19	Brazier
BREAD	8199-41	Bread Room Hand
BREAKDOWN	7413-11	Breakdown Sawyer
BREAKER	4931-11	Horse Breaker
	7201-29	Hydraulic Rock Breaker Operator
BREAKFAST	7431-11	Breakfast Cereal Maker
BREEDER	1401-23	Pig Breeder
	1401-27	Horse Breeder
BREWERY	7431-17	Brewery Cellar Worker
BREWHOUSE	7431-17	Brewhouse Operator
BRICK	7419-13	Clay, Brick and Tile Machine Operator
	8199-21	Brick Handler
BRICKLAYER	4403-11	Bricklayer
	4403-11	Refractory Bricklayer
	4403-91	Apprentice Bricklayer
BRICKLAYER'S	8101-13	Bricklayer's Trades Assistant
BRICKLAYERS	4403-01	Supervisor, Bricklayers
BRICKLAYING	4403-11	Retort Setter (Bricklaying)
BRIGADIER	1201-11	Army ranks above and including Brigadier
BROADCAST	3903-17	Broadcast Transmitter Operator
BROADCASTING	4311-11	Broadcasting Technician
	4311-11	Broadcasting Tradesperson
BROKER	6103-13	Insurance Broker
	6199-11	Commodities Broker
BROKERS	6103-01	Supervisor, Insurance Brokers and Agents

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KEYWORD	CODE	TITLE
BROKING	5303-01	Supervisor, Insurance and Broking Clerks
BROTHER	2607-11	Religious Brother
BRUSHMAKER	7499-99	Brushmaker
BRUSHMAKING	8199-99	Brushmaking Labourer
BUCKETWHEEL	7201-21	Bucketwheel Excavator Operator
	7309-11	Bucketwheel Reclaimer Operator
BUFFALO	1401-17	Buffalo Farmer
BUILDER	1601-13	Professional Builder
	1601-15	Contract Builder
	4403-11	Arch Builder
	4403-11	Chimney Builder
	4607-11	Coach Builder
	4607-11	Vehicle Body Builder
	4907-13	Boat Builder and Repairer
	7409-11	Tyre Builder
	7409-99	Rubber Roll Builder
BUILDER'S	7429-11	Heel Builder
	8499-17	Builder's Labourer
BUILDERS'	6201-25	Sales Representative (Builders' Hardware)
BUILDING	1507-11	Building Society Manager
	1601-13	Building and Construction Manager
	1601-15	Building Contractor
	3207-11	Building Construction Supervisor
	3207-11	Building Estimator
	3207-11	Building Foreman/woman
	3207-11	Building Technician
	3905-11	Building Inspector
	8401-11	Building Insulation Installer
	8499-17	Building Construction Labourer
BULK	7309-01	Supervisor, Bulk Materials Handling Plant Operators
	7309-11	Bulk Fluids Handler
	7309-11	Bulk Materials Handling Plant Operator
BULLDOZER	7201-11	Bulldozer Operator
BULLET	7411-13	Bullet Maker
BURSAR	2701-11	Bursar
BUS	3905-31	Bus Inspector
	6405-13	Bus Conductor
	7101-11	Bus Driver
BUSH	8203-03	Bush Boss
BUSINESS	1601-11	Import-Export Business Manager
	4315-11	Business Equipment Mechanic
	5203-01	Supervisor, Business Machine Operators
	5203-11	Business Machine Operator
	6201-21	Sales Representative (Business Services)
BUTCHER	4701-11	Butcher

KEYWORD	CODE	TITLE
BUTCHER (cont.)	4701-91	Apprentice Butcher
BUTLER	6699-99	Butler
BUTTERMAKER	4799-13	Buttermaker
	4799-91	Apprentice Buttermaker
BUTTERMAKERS	4799-01	Supervisor, Buttermakers
BUTTONHOLE	7427-11	Buttonhole Machinist
BUYER	3913-13	Commodities Buyer
	3913-13	Grain Buyer
	3913-13	Hide and Skin Buyer
	3913-13	Livestock Buyer
	3913-13	Wool Buyer
	3913-15	Retail Buyer
	6501-11	Scrap Materials Buyer
BY-PRODUCTS	7431-19	Meat By-Products Machine Operator
C-GRADE	4901-17	Wood Machinist (C-Grade)
CABIN	8301-11	Aircraft Cabin Cleaner
CABINETMAKER	4903-11	Cabinetmaker
	4903-91	Apprentice Cabinetmaker
CABINETMAKERS	4903-01	Supervisor, Cabinetmakers
CABLE	4301-13	Electrical Cable Joiner
	4311-15	Telecommunications Cable Joiner
	7299-99	Cable Ferry Operator
	8101-15	Cable Joiner's Assistant
	8415-11	Cable Hand
CADASTRAL	2205-13	Cadastral Surveyor
CADET	1319-91	Officer Cadet
	2701-91	Cadet Accountant
	2807-91	Cadet Journalist
	3305-91	Cadet Deck Officer
	3307-91	Cadet Marine Engineer
CAE	2501-11	University or CAE Lecturer
	2501-13	University or CAE Demonstrator
	2501-13	University or CAE Teaching Fellow
	2501-13	University or CAE Tutor
CAGE	7313-11	Mine Cage Attendant
CAKE	4703-11	Cake Decorator
CALLIGRAPHER	2805-13	Calligrapher
CAMERA	3903-13	Motion Picture Camera Operator
	3903-15	Television Camera Operator
	4213-11	Camera Repairer
	4503-15	Process Camera Operator (Printing)
	7435-11	Copy Camera Operator
CAN	7433-99	Can Filler and Closer

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
CANDLE	7411-99	Candle Maker
CANDLER	8199-45	Egg Candler
CANE	1401-13	Sugar Cane Farm Manager
	1401-13	Sugar Cane Grower
	3905-15	Sugar Cane Inspector
	4905-01	Supervisor, Cane Furniture Makers
	4905-17	Cane Furniture Maker
	4905-91	Apprentice Cane Furniture Maker
	7431-13	Sugar Cane Crusher Operator
CANT	7413-13	Cant Gang Sawyer
CANTEEN	1503-11	Canteen Manager
	6301-15	Canteen Assistant
CANVAS	4917-01	Supervisor, Other Leather and Canvas Tradespersons
	4917-13	Canvas Goods Maker
	4917-91	Apprentice Canvas Goods Maker
	4917-91	Apprentice, Other Leather and Canvas Trades
CANVASSER	6501-15	Canvasser
CANVASSERS	6501-01	Supervisor, Street Vendors, Canvassers and Sales Drivers
CAPTAIN	1319-15	Captain (Defence Forces)
	1319-15	Group Captain
	3301-11	Aircraft Captain
	3305-11	Merchant Ship's Captain
	3305-11	Ship's Captain
	7101-11	Coach Captain
CAR	6609-15	Railway Conductor (Sleeping Car)
	7103-11	Hire Car Driver
	7107-11	Rail Car Driver
	7309-11	Car Dumper Operator
	8301-21	Car Detailer
	8301-21	Car Wash Attendant
	8999-99	Car Park Attendant
CARAVAN	1505-13	Caravan Park Manager
CARAVANS	6301-19	Sales Assistant (Caravans and Motor Vehicles)
CARBON	7399-33	Carbon Plant Worker
CARCASS	8199-35	Carcass Splitter
CARDIAC	3101-99	Cardiac Technician
CARDING	7421-11	Yarn Carding and Spinning Machine Operator
CARDIO-VASCULAR	2303-27	Cardio-vascular Specialist
CARDIOLOGIST	2303-13	Cardiologist
CARDIOTHORACIC	2303-35	Cardiothoracic Surgeon
CARE	2905-13	Early Child Care Adviser
	3401-99	Coronary Care Nurse
	3401-99	Geriatric Care Nurse

KEYWORD	CODE	TITLE
CARE (cont.)	3401-99	Intensive Care Nurse
	3901-15	Residential Care Worker
	3907-11	Child Care Centre Director
	3907-11	Child Care Co-ordinator
	6601-13	Child Care Aide
	6601-13	Child Care Assistant
	6601-15	Child Care Attendant
	6601-15	Day Care Worker
	6601-19	Child Care Group Worker
	6601-99	Child Care, Refuge and Related Workers nec
CAREERS	2603-17	Careers Counsellor and Adviser
CARETAKER	8913-11	Caretaker
CARPENTER	4401-11	Carpenter
	4401-11	Fixing Carpenter
	4401-11	Formwork Carpenter
	4401-91	Apprentice Carpenter
	4401-91	Apprentice Carpenter and Joiner
	4907-11	Ship's Carpenter
	4907-91	Apprentice Ship's Carpenter
CARPENTER'S	8101-13	Carpenter's Trades Assistant
CARPENTERS	4401-01	Supervisor, Carpenters and Joiners
CARPET	4919-01	Supervisor, Carpet Layers
	4919-11	Carpet Layer
	7425-13	Carpet Weaver
	8301-19	Carpet Cleaner
CARPETLAYER'S	8101-99	Carpetlayer's Assistant
CARPORT	8401-13	Carport Erector
CARRIER	7203-13	Straddle Carrier Operator
CARTOGRAPHER	2205-11	Cartographer
CARTOGRAPHIC	3207-15	Cartographic Associate
CARTON	7415-15	Carton Cutting and Crease Forme Setter
	7415-15	Carton Making Machine Operator
CARTOONIST	2801-11	Cartoonist
CARVER	4905-11	Wood Carver
	4905-91	Apprentice Wood Carver
CARVERS	4905-01	Supervisor, Wood Carvers
CASE	2601-15	Social Case Worker
	7315-13	Case Hardener
CASH	6501-13	Cash Van Salesperson
CASHIER	6403-13	Office Cashier
CASHIERS	6403-01	Supervisor, Cashiers
CASINGS	7431-19	Casings Worker

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
CASTER	4101-11	Die Caster
CASTING	2811-13	Casting Director
	2811-13	Casting Officer
	4207-01	Supervisor, Metal Casting Tradespersons
	4207-11	Metal Casting Patternmaker
	4207-91	Apprentice Metal Casting Patternmaker
	4207-91	Apprentice Metal Casting Tradesperson
	7401-13	Casting Machine and Ladle Operator
CATALOGUER	2911-11	Cataloguer
CATERER	1503-11	Caterer
CATERING	1503-11	Restaurant and Catering Managing Supervisor
CATTLE	1401-17	Beef Cattle Farm Manager
	1401-17	Beef Cattle Farmer
	1401-17	Beef Cattle Station Manager
	1401-17	Beef Cattle Stud Farmer
	1401-17	Cattle Grazier
	1401-19	Dairy Cattle Stud Farmer
CELEBRANT	2607-11	Aboriginal Ceremonial Celebrant
	6699-99	Marriage Celebrant
CELL	2107-99	Cell Biologist
	7399-31	Electrolytic Cell Operator
CELLAR	7431-17	Brewery Cellar Worker
CELLARHAND	7431-17	Winery Cellarhand
CELLULAR	7407-11	Cellular Plastics Machine Setter
	7407-17	Cellular Plastics Machine Operator
	8199-25	Cellular Plastics Cutter
CEMENT	4407-11	Cement Plasterer
	4407-11	Cement Renderer
	7399-27	Cement Production Plant Operator
	7419-01	Supervisor, Fibre Cement Machine Operators
	8199-19	Cement and Concrete Plant Labourer
CEMENTER	7307-13	Oil Well Cementer
	7429-11	Shoemaking Cementer
CENTRE	1599-13	Sports Centre Administrator
	1599-13	Sports Centre Manager
	3901-11	Neighbourhood Centre Coordinator
	3907-11	Child Care Centre Director
	7413-21	Plywood Centre Feeder
	7413-21	Plywood Centre Layer
CENTRIFUGE	7431-13	Centrifuge Operator (Sugar Processing)
CERAMIC	4413-11	Ceramic Tiler
CERAMICS	2217-15	Ceramics Engineer
	2217-17	Ceramics Scientist
CEREAL	7431-11	Breakfast Cereal Maker
	7431-11	Grain and Cereal Processing Machine Operator

KEYWORD	CODE	TITLE
CEREALS	3103-29	Cereals Technical Officer
CEREMONIAL	2607-11	Aboriginal Ceremonial Celebrant
CHAINMAN/WOMAN	8411-11	Surveyor's Chainman/woman
CHAINSAW	4999-99	Chainsaw Mechanic
CHAIRMAKER	4903-11	Chairmaker
CHAPLAIN	2607-11	Chaplain
CHARGE	3401-01	Charge Nurse
	3401-01	Charge Sister
CHARITY	5901-99	Charity Collection Clerk
CHASER	8203-15	Log Chaser
	8499-13	Crane Chaser
CHAUFFEUR/CHAUFFEUSE	7103-11	Chauffeur/Chauffeuse
CHECKOUT	6403-01	Checkout Supervisor
	6403-11	Checkout Operator
CHEESE	8199-43	Cheese Factory Worker
CHEESEMAKER	4799-15	Cheesemaker
	4799-91	Apprentice Cheesemaker
CHEESEMAKERS	4799-01	Supervisor, Cheesemakers
CHEF	4705-01	Executive Chef
	4705-11	Chef
CHEMICAL	2207-11	Chemical Engineer
	2207-11	Principal Chemical Engineer
	3103-11	Chemical Instrumentation Technical Officer
	3103-11	Chemical Process Analyst
	3103-11	Chemical Research Technical Officer
	6201-11	Sales Representative (Chemical Products)
	7305-01	Supervisor, Chemical Pilot Plant Operators
	7305-01	Supervisor, Chemical Plant Operators
	7305-11	Chemical Plant Operator
	7305-91	Trainee Chemical Plant Operator
	7411-01	Supervisor, Chemical Production Machine Operators
	8199-23	Chemical Plant Labourer
CHEMICALS	7305-11	Distiller (Chemicals)
	7305-11	Fermentation Operator (Chemicals)
CHEMIST	2101-11	Chemist
	2101-11	Chief Chemist
	2107-15	Enzyme Chemist
	2107-15	Protein Chemist
	2109-11	Clinical Chemist
	6301-23	Chemist Shop Assistant
CHEMISTRY	3103-11	Chemistry Technical Officer
	3103-13	Chemistry Technician
CHERRY	7311-11	Cherry Picker Operator

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KEYWORD	CODE	TITLE
CHICKEN	1401-25	Chicken Meat Producer
CHIEF	1201-11	Chief Executive
	1301-11	Chief Accountant
	2101-11	Chief Chemist
	2103-11	Chief Geologist
	2105-11	Chief Physicist
	2201-11	Chief Architect
	2209-11	Chief Civil Engineer
	2211-11	Chief Electrical Engineer
	2211-13	Chief Electronics Engineer
	2213-11	Chief Mechanical Engineer
	2215-11	Chief Mining Engineer
	3911-01	Chief Prison Officer
	6609-01	Chief Marine Steward
CHILD	2905-13	Early Child Care Adviser
	3401-13	Maternal and Child Health Nurse
	3907-11	Child Care Centre Director
	3907-11	Child Care Co-ordinator
	6601-13	Child Care Aide
	6601-13	Child Care Assistant
	6601-15	Child Care Attendant
	6601-15	Child Minder
	6601-19	Child Care Group Worker
	6601-99	Child Care, Refuge and Related Workers nec
CHILDHOOD	2401-11	Early Childhood Teacher
CHILDREN'S	6601-15	Children's Nursery Assistant
CHILLER	8907-11	Chiller Hand
CHIMNEY	4403-11	Chimney Builder
	8301-99	Chimney Sweep
CHINESE	2399-99	Chinese Medicine Specialist
CHIPPING	7399-17	Wood Chipping and Particleboard Plant Operator
CHIROPODIST	2319-11	Chiropodist
CHIROPRACTOR	2317-11	Chiropractor
CHOKERMAN/WOMAN	8203-15	Chokerman/woman
CHORAL	2815-11	Choral Director
CHOREOGRAPHER	2813-11	Choreographer
CHORISTER	2815-99	Chorister
CHORUS	2815-99	Chorus Singer
CIGARETTE	7499-13	Cigarette Making Machine Operator
CINEMATOGRAPHER	2811-17	Cinematographer
CIRCUIT	3201-17	Printed Circuit Board Designer
CIRCULATION	5503-11	Circulation Representative

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KEYWORD	CODE	TITLE
CIRCUS	2817-13	Circus Artist
CIVIL	2209-11	Chief Civil Engineer
	2209-11	Civil Engineer
	3203-11	Civil Engineering Associate
	3203-11	Civil Engineering Design Draftsperson
	3203-11	Civil Engineering Drafting Officer
	3203-11	Civil Engineering Technical Officer
	3203-13	Civil Engineering Detail Draftsperson
	3203-13	Civil Engineering Drafting Assistant
	3203-13	Civil Engineering Technician
CLADDING	8401-13	Exterior Cladding Installer
CLAIMS	3905-29	Claims Assessor (except Health)
	5301-13	Claims Clerk
CLASS	4103-13	Metal Machinist (First Class)
	4103-19	Metal Machinist (Second Class)
	4103-21	Metal Machinist (Third Class)
	4203-11	Sheetmetal Worker (First Class)
	4203-17	Sheetmetal Worker (Second Class)
	4205-17	Welder (First Class)
	4205-17	Welder (Special Class)
	4205-19	Welder (Second Class)
	4205-21	Welder (Third Class)
	4209-13	Electroplater (First Class)
	4209-15	Electroplater (Second Class)
	4209-17	Electroplater (Third Class)
	4309-13	Electrician (Special Class)
CLASSER	3999-35	Wool Classer
	3999-37	Hide and Skin Classer
	8109-11	Fruit and Vegetable Classer
CLASSIFIED	5999-15	Classified Advertising Clerk
CLASSIFIER	5999-99	Stamp Classifier
CLAY	7315-15	Clay Products Kiln Operator
	7399-99	Clay Crusher Operator
	7419-01	Supervisor, Clay and Stone Processing Machine Operators
	7419-13	Clay Products Machine Operator
	7419-13	Clay, Brick and Tile Machine Operator
	8199-21	Clay Processing Factory Hand
	8199-21	Clay Processing Labourer
CLEANER	4409-15	Drain Cleaner
	8199-31	Glass Mould Cleaner
	8201-99	Seed Cleaner and Pickler
	8301-11	Aircraft Cabin Cleaner
	8301-11	Factory Cleaner
	8301-11	Industrial Cleaner
	8301-13	Commercial Cleaner
	8301-13	Office Cleaner
	8301-13	School Cleaner
	8301-15	Hospital Cleaner
	8301-17	Window Cleaner
	8301-19	Carpet Cleaner
	8301-21	Motor Vehicle Cleaner
	8301-99	Domestic Cleaner

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KEYWORD	CODE	TITLE
CLEANERS	8301-01	Supervisor, Cleaners
CLEANING	1501-11	Dry Cleaning Establishment Manager
	7499-15	Dry Cleaning Machine Operator
CLEARANCE	4999-21	Clearance Diver
CLERGYMAN/WOMAN	2607-11	Clergyman/woman
CLERK	2605-91	Articled Clerk
	2999-99	Clerk of High Court
	3207-11	Clerk of Works
	5301-13	Accounts Clerk
	5301-13	Audit Clerk
	5301-13	Claims Clerk
	5301-13	Investment Accounting Clerk
	5301-13	Invoice Clerk
	5301-13	Warranty Clerk
	5301-15	Pay Clerk
	5301-15	Payroll Clerk
	5301-19	Loans Clerk
	5301-21	Cost Clerk
	5303-11	Insurance Clerk
	5303-11	Superannuation Fund Clerk
	5303-13	Scrip Clerk (Stockbroking)
	5303-13	Stockbroking Clerk
	5305-11	Statistical Clerk
	5305-13	Actuarial Clerk
	5401-13	Filing Clerk
	5401-13	Registry Clerk
	5499-11	Photocopying and Duplicating Clerk
	5501-11	Production Scheduling Clerk
	5501-11	Schedule Clerk
	5501-13	Production Tally Clerk
	5503-11	Container Loading Clerk
	5503-11	Distribution Clerk
	5503-11	Freight Clerk
	5503-11	Receiving and Despatching Clerk
	5503-11	Shipping Clerk
	5503-11	Transport Clerk
	5503-13	Bond Clerk
	5503-13	Customs Clerk
	5503-13	Import-Export Clerk
	5503-13	Wharf Tally Clerk
	5503-99	Delivery Clerk
	5505-11	Inventory Clerk
	5505-11	Stock Clerk
	5505-11	Stores Clerk
	5505-11	Supply Clerk
	5505-13	Procurement Clerk
	5505-13	Purchasing Clerk
	5505-15	Mail Order Clerk
	5505-15	Order Clerk
	5601-11	Appointments Clerk
	5601-13	Complaints Clerk
	5601-13	Information Desk Clerk
	5601-13	Inquiry Clerk
	5601-15	Admissions Clerk
	5601-15	Hospital Admitting Clerk
	5601-15	Hospital Ward Clerk

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KEYWORD	CODE	TITLE
CLERK (cont.)	5901-99	Charity Collection Clerk
	5905-11	Personnel Records Clerk
	5905-11	Roster Clerk
	5905-13	Employment Office Clerk
	5907-11	Clerk of Court
	5907-11	Magistrate's Clerk
	5907-13	Conveyancing Clerk
	5907-13	Law Clerk
	5907-13	Legal Clerk
	5909-11	Postal Clerk
	5999-11	Meter Records Clerk
	5999-15	Classified Advertising Clerk
	5999-17	Bookmaker's Clerk
	6405-11	Booking Clerk
	6405-11	Reservations Clerk
	6405-11	TAB Clerk
	6599-17	Rental Clerk
	6599-19	Service Counter Clerk
CLERKS	5301-01	Supervisor, Accounting Clerks
	5301-01	Supervisor, Payroll Clerks
	5303-01	Supervisor, Insurance and Broking Clerks
	5305-01	Supervisor, Statistical and Actuarial Clerks
	5401-01	Supervisor, Library and Filing Clerks
	5499-11	Other Filing, Sorting and Copying Clerks
	5501-01	Supervisor, Production Recording Clerks
	5503-01	Supervisor, Transport Recording and Despatching Clerks
	5505-01	Supervisor, Stock and Purchasing Clerks
CLICKER	4915-11	Clicker
	4915-91	Apprentice Clicker
CLINICAL	2107-99	Pharmacologist (except Clinical)
	2109-11	Clinical Chemist
	2109-11	Clinical Laboratory Scientist
	2109-13	Clinical Physical Scientist
	2303-37	Clinical Biochemist
	2303-37	Clinical Microbiologist
	2303-99	Clinical Allergist
	2303-99	Clinical Endocrinologist
	2303-99	Clinical Pharmacologist
	2505-25	Clinical Nurse Teacher
	2903-11	Clinical Psychologist
	3101-13	Clinical Biochemistry Technician
	3101-13	Clinical Microbiology Technician
CLIPPER	7413-19	Veneer Clipper
CLOCK	4213-13	Watch and Clock Maker and Repairer
	4213-91	Apprentice Watch and Clock Repairer
CLOSER	7433-99	Can Filler and Closer
CLOTH	8199-99	Cloth Cutter
CLOTHES	3501-13	Plain Clothes Police Officer
CLOTHING	6201-37	Sales Representative (Textiles, Clothing and Footwear)
	6301-13	Sales Assistant (Fabrics, Clothing and Footwear)
	8917-11	Clothing Presser

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
CLOWN	2817-13	Clown
CLUB	1599-99	Licensed Club Manager
CO-ORDINATOR	3907-11	Child Care Co-ordinator
	4911-01	Wardrobe Co-ordinator
COACH	3915-11	Coach (Sport)
	4607-11	Coach Builder
	7101-11	Coach Captain
COAL	7317-11	Coal Seam Drill Operator
	7399-11	Coal Preparation Plant Operator
	8109-15	Coal Sample Tester
COFFIN	4903-11	Coffin Maker
COIL	4303-11	Heavy Coil Winder
	8103-13	Light Coil Winder
COLLECTION	5901-11	Collection Agent
	5901-99	Charity Collection Clerk
COLLECTOR	5901-11	Debt Collector
	8299-99	Coral Collector
	8901-15	Ticket Collector
	8905-11	Garbage Collector
	8999-99	Parking Meter Collector
	8999-99	Public Telephone Money Collector
COLLECTORS	8905-01	Supervisor, Garbage Collectors
COLONEL	1319-15	Colonel
COLOURIST	3999-25	Colourist
COLUMNIST	2807-99	Columnist
COMBER	7421-11	Yarn Comber
COMBUSTION	2207-11	Combustion Engineer
COMEDIAN	2817-13	Comedian
COMMENTATOR	2819-11	Commentator
COMMERCIAL	1401-99	Commercial Flower Grower
	2805-13	Commercial Artist
	3301-11	Commercial Pilot
	6507-11	Travel Agent (Commercial)
	8301-13	Commercial Cleaner
COMMISSIONED	1319-11	Commissioned Police Officer
	1319-13	Commissioned Fire Officer
	1319-15	Commissioned Defence Force Officer (Management)
COMMISSIONER	1101-99	High Commissioner
	1103-19	Conciliation and Arbitration Commissioner
	1201-11	Fire Commissioner
	1201-11	Police Commissioner
COMMODITIES	3913-13	Commodities Buyer

KEYWORD	CODE	TITLE
COMMODITIES (cont.)	6199-11	Commodities Broker
COMMODORE	1201-11	Air Force ranks above and including Air Commodore
	1201-11	Naval ranks above and including Commodore
COMMUNICATIONS	2211-13	Communications Engineer
	2707-13	Communications Programmer
	2707-17	Communications Analyst
	3201-15	Communications and Data Systems Drafting Officer
	3201-15	Communications Engineering Technical Officer
	3201-17	Communications Electronic Systems Technician (Air Force)
	3201-17	Communications Engineering Technician
	4311-01	Supervisor, Communications Equipment Tradespersons
	4311-91	Trainee Communications Equipment Tradesperson
	6201-17	Sales Representative (Communications Equipment)
COMMUNITY	2307-15	Community Pharmacist
	2601-13	Community Social Worker
	3401-13	Registered Community Health Nurse
	3901-11	Community Development Officer
	3901-11	Community Worker
COMPACTOR	7207-13	Compactor Operator
COMPANION	6607-11	Home Companion
COMPANY	1301-11	Company Secretary
	3999-33	Company Sergeant Major
COMPERE	2819-11	Compere
COMPLAINTS	5601-13	Complaints Clerk
COMPLEX	4399-99	Electronic Instrument Tradesperson (Complex Systems)
COMPOSER	2815-19	Composer
COMPOSITOR	4501-11	Compositor
	4501-91	Apprentice Compositor
COMPOSITORS	4501-01	Supervisor, Compositors
COMPRESSION	7407-15	Compression Moulding Machine Operator
	7433-99	Baling and Compression Machine Operator
COMPRESSOR	7307-11	Gas Compressor Turbine Operator
	7411-11	Toiletries Moulder and Compressor
COMPTOMETRIST	5203-11	Comptometrist
COMPUTER	2211-13	Computer Engineer
	2707-17	Computer Analyst
	2707-17	Computer Systems Analyst
	2707-19	Computer Systems Designer (Software)
	2707-19	Computer Systems Engineer (Software)
	2707-23	Computer Scientist
	2707-25	Computer Auditor
	4315-01	Supervisor, Office Equipment and Computer Servicers
	4315-13	Computer Servicer
	4315-13	Computer Technician
	4315-91	Apprentice Office Equipment and Computer Servicer

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KEYWORD	CODE	TITLE
COMPUTER (cont.)	4315-91	Trainee Office Equipment and Computer Servicer
	5201-11	Computer Console Operator
	5201-11	Computer Operator
	5201-13	Remote Computer Terminal Operator
	5401-11	Computer Tape Librarian
	7307-15	Torque-turn Computer Operator
CONCERT	2815-13	Concert and Opera Singer
CONCIERGE	8903-01	Hotel Concierge
CONCILIATION	1103-19	Conciliation and Arbitration Commissioner
CONCRETE	7105-13	Concrete Mixer Driver
	7399-23	Concrete Pump Operator
	7399-35	Concrete Batching Plant Operator
	7399-35	Premix Concrete Batcher
	7419-01	Supervisor, Concrete Products Machine Operators
	7419-11	Concrete Pipe Machine Operator
	7419-11	Concrete Pre-cast Moulder
	7419-11	Concrete Products Machine Operator
	8199-19	Cement and Concrete Plant Labourer
	8403-11	Concrete Extra Hand
	8403-11	Concrete Finisher
	8403-11	Concrete Formwork Stripper
	8403-11	Concrete Slab Layer
	8403-11	Concrete Worker
CONCRETER	8403-11	Concreter
CONDUCTOR	2815-11	Orchestra Conductor
	6405-13	Bus Conductor
	6405-13	Train Conductor
	6405-13	Tram Conductor
	6405-13	Transport Conductor
	6609-15	Railway Conductor (Sleeping Car)
CONFECTION	7431-25	Ice Confection Maker
CONFECTIONER	4799-17	Confectioner
	4799-91	Apprentice Confectioner
CONFECTIONERS	4799-01	Supervisor, Confectioners
CONSERVATIONIST	2199-13	Soil Conservationist
CONSERVATOR	2999-11	Conservator
CONSERVE	7431-27	Fruit Conserve and Sauce Maker
CONSOLE	5201-11	Computer Console Operator
	6403-11	Service Station Console Operator
CONSTRUCTION	1601-13	Building and Construction Manager
	2209-11	Construction Engineer
	3207-11	Building Construction Supervisor
	4907-01	Supervisor, Marine Construction Tradespersons
	4907-91	Apprentice Marine Construction Tradesperson
	8101-13	Construction Trades Assistant
	8405-13	Rigger (Construction)
	8499-17	Building Construction Labourer

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KEYWORD	CODE	TITLE
CONSUL-GENERAL	1101-99	Consul-General
CONSULTANT	2107-27	Agricultural Consultant
	2107-27	Farm Consultant
	2799-99	Management Consultant
	6507-11	Travel Consultant
CONTAINER	5503-11	Container Loading Clerk
	7499-99	Pressurised Container Filler
CONTINUITY	2807-15	Continuity Writer
	3903-99	Continuity Person
CONTINUOUS	7201-23	Continuous Mining Machine Operator
	8199-11	Continuous Plant Galvaniser
CONTRACT	1601-15	Contract Builder
CONTRACTOR	1601-15	Building Contractor
	4309-11	Electrical Contractor
	4929-01	Shearing Contractor
CONTROL	1305-11	Quality Control Manager
	2211-13	Process Control Engineer
	2217-13	Quality Control Metallurgist
	3201-15	Control Systems Drafting Officer
	3201-15	Process Control Technical Officer
	3201-17	Process Control Technician
	3905-25	Stream Control Officer
	3905-99	Pest Control Inspector
	4399-99	Electronic Instrument and Control Tradesperson
	8109-13	Quality Control Inspector
CONTROLLER	3303-11	Air Traffic Controller
	3303-91	Trainee Air Traffic Controller
	5201-01	Electronic Mail Controller
	5503-11	Aircraft Load Controller
	5503-11	Freight Traffic Controller
	7499-19	Fire Controller (Navy)
	8999-13	Pest and Weed Controller
CONTROLS	3201-15	Digital Controls Technical Officer
	3205-13	Hydraulic Controls Technician
CONVEYANCING	5907-13	Conveyancing Clerk
CONVEYOR	7309-11	Conveyor Belt Operator
COOK	4705-13	Qualified Cook
	4705-91	Apprentice Cook
	4705-99	Domestic Cook
	4705-99	Shearers' Cook
	7431-27	Food Factory Cook
COOKER	7431-27	Fish Cooker
COOKS	4705-01	Supervisor, Cooks
COOPER	4905-15	Cooper
	4905-91	Apprentice Cooper

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KEYWORD	CODE	TITLE
COOPERS	4905-01	Supervisor, Coopers
COORDINATOR	3901-11	Neighbourhood Centre Coordinator
COPPERSMITH	4203-13	Coppersmith
	4203-91	Apprentice Coppersmith
COPY	4901-11	Copy Lathe Operator
	5605-11	Copy Boy/Girl
	7435-11	Copy Camera Operator
COPY-WRITER	2807-15	Copy-writer
COPYING	5499-11	Other Filing, Sorting and Copying Clerks
COPYIST	2815-99	Music Copyist
CORAL	8299-99	Coral Collector
CORD	7425-19	Rope and Cord Making Machine Operator
COREMAKER	4207-13	Coremaker
	4207-13	Moulder and Coremaker
	4207-91	Apprentice Moulder and Coremaker
CORONARY	3401-99	Coronary Care Nurse
CORONER	1103-11	Coroner
CORPORATE	2605-99	Corporate Legal Officer
	3905-27	Corporate Safety Officer
	6101-99	Corporate Finance Officer
CORRESPONDENT	2807-13	News Correspondent
COSMOLOGIST	2105-11	Cosmologist
COST	5301-21	Cost Clerk
COSTUME	2805-11	Costume Designer
COTTAGE	6601-17	Cottage Parent
COTTON	1401-99	Cotton Grower
	7209-11	Cotton Picking Machine Operator
	7421-01	Supervisor, Cotton Ginning Machine Operators
	7421-13	Cotton Ginner
	7421-13	Cotton Ginning Bookman/woman
COUCHMAKER	4903-11	Couchmaker
COUNSEL	2605-11	Queen's Counsel
	2605-99	Parliamentary Counsel
COUNSELLOR	2603-11	Drug and Alcohol Counsellor
	2603-11	Rehabilitation Counsellor
	2603-13	Family Counsellor
	2603-13	Marriage Counsellor
	2603-13	Relationship Counsellor
	2603-15	Family Court Counsellor
	2603-17	Careers Counsellor and Adviser
	2603-17	Vocational Counsellor

KEYWORD	CODE	TITLE
COUNSELLOR (cont.)	2603-99	Educational Counsellor
	2603-99	Housing Counsellor
	2603-99	Student Counsellor
COUNTER	6599-19	Service Counter Clerk
COURIER	7105-11	Courier Driver
COURSE	4803-01	Golf Course Superintendent
COURT	1103-13	Justice of the High Court
	2603-15	Family Court Counsellor
	2999-99	Clerk of High Court
	2999-99	Court Registrar
	2999-99	Master of the Court
	5101-15	Court and Hansard Reporter
	5907-11	Clerk of Court
	5907-15	Court Attendant
	5907-15	Court Orderly
	5907-15	Court Usher
COVERER	4919-11	Floor Coverer
	4919-91	Apprentice Floor Coverer
COVERERS	4919-01	Supervisor, Floor Coverers
COVERINGS	6201-27	Sales Representative (Floor Coverings and Furniture)
	6301-17	Sales Assistant (Furniture, Floor Coverings and Household Goods)
COXSWAIN	3999-33	Warrant Officer Coxswain
	8925-11	Coxswain
CRAFTWORKER	4925-91	Apprentice Craftworker
CRAFTWORKERS	4925-01	Supervisor, Craftworkers
CRANE	7311-01	Supervisor, Crane Operators
	7311-11	Crane Operator
	8499-13	Crane Chaser
CRANES	3905-13	Lifts and Cranes Inspector
CREAM	8109-11	Milk and Cream Grader
CREASE	7415-15	Carton Cutting and Crease Forme Setter
CRECHE	6601-15	Creche Attendant
CREDIT	1507-11	Credit Union Manager
	3999-29	Credit and Loans Analyst
	5301-19	Credit Officer
CREMATORIUM	7315-17	Crematorium Plant Operator
	8999-21	Crematorium Assistant
CREW	8415-11	Pit Crew Worker
CREWMAN	7499-19	Armoured Fighting Vehicle Crewman
CREWMAN/WOMAN	3303-25	Aircraft Crewman/woman (Military and Rescue)
CRIMINOLOGIST	2907-99	Criminologist

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
CRITIC	2807-99	Critic
CROP	3103-31	Field Crop Technician
	8201-11	Livestock and Field Crop Farm Hand
CROSSING	8999-99	Railway Crossing Attendant
	8999-99	School Crossing Attendant
CROUPIER	6699-99	Croupier
CRUSHER	7399-11	Ore and Stone Crusher Operator
	7399-99	Clay Crusher Operator
	7431-13	Sugar Cane Crusher Operator
CRYPTOGRAPHIC	5201-99	Cryptographic Machine Operator
CRYSTALLOGRAPHER	2105-11	Crystallographer
CUPELMAN/WOMAN	7315-11	Cupelman/woman
CUPOLA	7399-25	Insulation Cupola Operator
CURATOR	4803-01	Sporting Facility Curator
CURRENT	3299-11	Eddy Current Testing Technician
CURRICULUM	2905-11	Curriculum Advisory Teacher
	2905-11	Curriculum Development Officer
CURTAIN	8401-13	Curtain Fitter
CUSTARD	7431-21	Custard Maker
CUSTOM	4903-11	Custom Furniture Maker
CUSTOMER	5601-13	Customer Service Officer
CUSTOMS	3905-19	Customs Examining Officer
	3905-19	Customs Investigator
	5503-13	Customs Agent
	5503-13	Customs Clerk
CUTTER	4103-19	Gear Cutter
	4901-11	Program Router Cutter
	4911-15	Apparel Cutter
	4911-17	Fur Cutter
	4921-11	Glass Cutter
	4923-13	Diamond Cutter
	4923-13	Gem Cutter and Polisher
	4923-91	Apprentice Diamond Cutter
	7405-11	Key Cutter
	7413-17	Timber Stock Cutter
	7435-11	Negative Producer and Cutter
	7435-13	Film Cutter
	7435-13	Photographic Paper Cutter
	8199-25	Cellular Plastics Cutter
	8199-99	Cloth Cutter
	8203-15	Sleeper Cutter
CUTTING	7415-15	Carton Cutting and Crease Forme Setter
CYLINDER	4503-13	Cylinder Preparer (Printing)

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KEYWORD	CODE	TITLE
CYLINDER (cont.)	4503-13	Cylinder Reviser
CYTOLOGIST	2109-11	Cytologist
CYTOPATHOLOGY	3101-13	Cytopathology Technician
D'HOTEL	6505-01	Maitre d'Hotel
DAIRY	1401-19	Dairy Cattle Stud Farmer
	1401-19	Dairy Farm Manager
	1401-19	Dairy Farmer
	3103-31	Dairy Technician
	3905-15	Dairy Produce Inspector
	7431-15	Soft Drink and Syrup Making Machine Operator (except Dairy)
	8199-43	Dairy Factory Hand
DAM	8415-15	Tailings Dam Labourer
DANCE	2505-15	Dance Teacher (Private)
DANCER	2813-13	Ballet Dancer
	2813-13	Dancer
	2813-13	Tap Dancer
DATA	1311-11	Data Processing Manager
	1311-11	Operations Manager (Data Processing)
	1311-11	Systems Manager (Data Processing)
	2799-11	Health Data Administrator
	3201-15	Communications and Data Systems Drafting Officer
	5201-01	Supervisor, Data Processing Machine Operators
	5201-13	Data Entry Operator
	5201-13	Data Processing Operator
	5201-15	Data Transceiver Operator
DATABASE	2707-13	Database Programmer
	2707-17	Database Analyst
	2707-21	Database Administrator
DAY	6601-15	Day Care Worker
DEACON/DEACONESS	2607-11	Deacon/Deaconess
DEALER	6101-11	Investment Dealer
	6101-11	Securities Dealer
	6101-11	Stock Exchange Dealer
	6101-99	Foreign Exchange Dealer
	6101-99	Futures Dealer
	6101-99	Money Market Dealer
	6501-11	Bottle Dealer
DEAN	1317-99	Dean
DEBARKER	7413-99	Debarker Operator
DEBT	5901-11	Debt Collector
DECK	3305-91	Cadet Deck Officer
DECKHAND	8925-11	Deckhand
DECORATOR	3999-21	Interior Decorator
	4405-11	Painter and Decorator

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
DECORATOR (cont.)	4405-91	Apprentice Painter, Decorator and Signwriter
	4703-11	Cake Decorator
DECORATOR'S	8101-13	Painter and Decorator's Assistant
DECORATORS	4405-01	Supervisor, Painters, Decorators and Signwriters
DEFEATHERER	7431-19	Defeatherer and Eviscerator Operator
DEFENCE	1319-15	Captain (Defence Forces)
	1319-15	Commissioned Defence Force Officer (Management)
	1319-91	Trainee Officer (Defence Forces)
	1503-11	Mess Supervisor (Defence Forces)
	3303-99	Air Defence Officer
	3999-99	Signaller (Defence Forces)
	7499-19	Airfield Defence Guard
DEGRADATION	2199-11	Land Degradation Analyst
DEHYDRATOR	7431-99	Fruit and Vegetable Dehydrator
DELICATESSEN	1501-11	Delicatessen Manager
DELIVERY	5503-99	Delivery Clerk
	5605-01	Supervisor, Messengers and Delivery Officers
	7105-11	Delivery Driver
DEMOGRAPHER	2909-13	Demographer
DEMOLITION	4999-29	Explosive Ordnance Demolition Technician
	8499-17	Demolition Worker
DEMONSTRATOR	2501-13	University or CAE Demonstrator
	6599-15	Sales Demonstrator
DENTAL	2305-13	Dental Specialist
	3101-15	Dental Hygienist
	3101-15	Dental Therapist
	4999-11	Dental Mechanic
	4999-11	Dental Prosthetist
	4999-11	Dental Technician
	4999-91	Apprentice Dental Mechanic
	6201-15	Sales Representative (Medical, Dental and Veterinary Equipment)
	6605-11	Dental Assistant
	6605-11	Dental Nurse
DENTIST	2305-11	Dentist
DEPALLETISER	7433-99	Depalletiser Operator
DEPARTMENT	1201-11	Head of Government Department
	2503-01	Head of Department (TAFE)
	6301-01	Sales Department Manager
DEPOSITOR	4503-13	Depositor and Grinder
DEPUTY	3299-99	Mine Deputy
DERMATOLOGIST	2303-29	Dermatologist
DERRICK	8415-13	Derrick Worker

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KEYWORD	CODE	TITLE
DESIGN	2219-99	Product Design Engineer
	3103-23	Fabric Design Technical Officer
	3201-11	Electrical Engineering Design Draftsperson
	3201-11	Substation Design Draftsperson
	3201-15	Electronics Engineering Design Draftsperson
	3203-11	Civil Engineering Design Draftsperson
	3203-11	Road Design Draftsperson
	3203-11	Structural Design Draftsperson
	3205-11	Mechanical Engineering Design Draftsperson
	3205-11	Tool Design Draftsperson
	3205-13	Tool Design Detail Draftsperson
	3299-99	Lighting Design Drafting Officer
	3299-99	Shipbuilding Design Drafting Officer
DESIGNER	2707-19	Computer Systems Designer (Software)
	2805-11	Costume Designer
	2805-11	Fashion Designer
	2805-13	Exhibition Designer
	2805-13	Graphic Designer
	2805-13	Package Designer
	2805-13	Publication Designer
	2805-13	Set Designer
	2805-15	Furniture Designer
	2805-15	Industrial Designer
	2805-15	Product Designer
	2805-15	Textile Designer
	2805-17	Interior Designer
	3201-17	Printed Circuit Board Designer
	3205-11	Tool Designer
	3999-27	Forms Analyst and Designer
	3999-27	Forms Designer
DESK	5601-13	Information Desk Clerk
DESPATCH	5605-11	Despatch Rider (Army)
	8907-11	Stores Despatch Hand
DESPATCHER	5503-11	Truck Despatcher
	5503-15	Radio Despatcher
DESPATCHING	5503-01	Supervisor, Transport Recording and Despatching Clerks
	5503-11	Receiving and Despatching Clerk
DETAIL	3201-13	Electrical Engineering Detail Draftsperson
	3201-17	Electronics Detail Drafting Assistant
	3201-17	Electronics Detail Draftsperson
	3203-13	Civil Engineering Detail Draftsperson
	3205-13	Mechanical Detail Draftsperson
	3205-13	Tool Design Detail Draftsperson
	3299-99	Aircraft Detail Draftsperson
	3299-99	Mining Detail Draftsperson
DETAILER	8301-21	Car Detailer
DETECTIVE	3501-13	Detective
	3999-99	Private Detective
DEVELOPER	7435-11	Photographic Developer and Printer
	7435-11	Slide Developer
DEVELOPERS	7435-01	Supervisor, Photographic Developers and Printers

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
DEVELOPMENT	1399-13	Research and Development Manager
	2705-15	Staff Development Officer
	2905-11	Curriculum Development Officer
	3901-11	Community Development Officer
	7201-23	Development Machine Miner
DIAGNOSTIC	2303-23	Diagnostic Radiologist
	2321-11	Medical Diagnostic Radiographer
DIALYSIS	3101-99	Dialysis Technician
DIAMOND	4923-13	Diamond Cutter
	4923-91	Apprentice Diamond Cutter
	7317-11	Diamond Driller
DICTATYPIST	5103-13	Dictatypist
DIE	4101-11	Die Caster
	4101-11	Die Sinker
	4101-11	Tool and Die Maker
	4103-17	Die Setter
DIESEL	4103-11	Diesel Fitter-Mechanic
	4103-11	Mechanic (Diesel and Heavy Earthmoving Equipment)
	4103-91	Apprentice Mechanic (Diesel and Heavy Earthmoving Equipment)
	4601-11	Diesel Motor Mechanic
	4601-91	Apprentice Diesel Motor Mechanic
DIETARY	8921-13	Dietary Aide
DIETITIAN	2399-13	Dietitian
DIGGER	8407-11	Grave Digger
DIGITAL	3201-15	Digital Controls Technical Officer
DINING	6505-01	Dining Room Host/Hostess
	6505-15	Dining Room Attendant
DIPLOMATIC	1101-99	Head of Diplomatic Mission
DIPPER	8199-11	Metal Dipper
DIRECTIONAL	7317-01	Directional Driller
DIRECTOR	1201-11	Managing Director
	1301-11	Finance Director
	1315-11	Director of Nursing
	2401-11	Kindergarten Director
	2401-11	Pre-School Director
	2811-11	Art Director (Television, Film or Stage)
	2811-13	Casting Director
	2811-15	Director (Film or Stage)
	2811-17	Director of Photography
	2811-23	Director (Radio or Television)
	2811-25	Technical Director
	2815-11	Choral Director
	2815-11	Music Director
	3907-11	Child Care Centre Director
	6699-11	Funeral Director

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KEYWORD	CODE	TITLE
DISABLED	2407-13	Teacher of the Intellectually Disabled
	2407-13	Teacher of Disabled or Gifted Students
DISC	2819-11	Disc Jockey
DISCIPLINARY	3999-33	Disciplinary Warrant Officer
	3999-33	Military Disciplinary Supervisor
DISEASES	2303-41	Infectious Diseases Specialist
DISHWASHER	8919-11	Dishwasher
DISPENSER	4999-13	Optical Dispenser
DISPLAY	2805-13	Display Artist
	5201-13	Visual Display Unit Operator
DISTILLER	7305-11	Distiller (Chemicals)
	7399-99	Distiller (Beverages)
DISTRIBUTION	1307-11	Supply and Distribution Manager
	2209-11	Water Supply Distribution Engineer
	5503-11	Distribution Clerk
DIVER	4999-21	Clearance Diver
	4999-21	Offshore Diver
	4999-21	Saturation Diver
	4999-23	Abalone Diver
	4999-23	Onshore Diver
	4999-23	Pearl Diver
	4999-23	Police Diver
	4999-23	Shallow Water Diver
DOCKER	7413-15	Sawmill Docker
DOCKERMEN/WOMAN	7413-15	Dockerman/woman
DOCKHAND	8909-11	Dockhand
DOCTOR	4213-17	Saw Doctor
	4805-15	Tree Doctor
DOG	4931-99	Dog Trainer
DOGMAN/WOMAN	8499-13	Dogman/woman
DOMESTIC	4705-99	Domestic Cook
	6201-31	Sales Representative (Household Goods and Domestic Hardware)
	8301-99	Domestic Cleaner
	8915-13	Domestic Housekeeper
DOMICILIARY	3401-13	Domiciliary Nurse
DOOR	8401-13	Security Door Installer
	8901-11	Door Attendant
DOOR-TO-DOOR	6501-15	Door-to-Door Salesperson
DOORMAN/WOMAN	8901-11	Doorman/woman
DOUBLE-END	4901-11	Double-End Tenoner Operator

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
DOUGHMAKER	4703-13	Doughmaker
DRAFTING	3201-11	Electrical Engineering Drafting Officer
	3201-11	Relays Drafting Officer
	3201-13	Electrical Engineering Drafting Assistant
	3201-15	Communications and Data Systems Drafting Officer
	3201-15	Control Systems Drafting Officer
	3201-15	Electronics Engineering Drafting Officer
	3201-17	Electronics Detail Drafting Assistant
	3203-11	Civil Engineering Drafting Officer
	3203-11	Sewage Reticulation Drafting Officer
	3203-11	Structural Engineering Drafting Officer
	3203-13	Civil Engineering Drafting Assistant
	3205-11	Air-Conditioning Drafting Officer
	3205-11	Mechanical Engineering Drafting Officer
	3205-13	Mechanical Engineering Drafting Assistant
	3207-13	Architectural Drafting Officer
	3207-15	Engineering Survey Drafting Officer
	3207-15	Topographic Drafting Officer
	3299-99	Lighting Design Drafting Officer
	3299-99	Shipbuilding Design Drafting Officer
DRAFTSPERSON	3201-11	Electrical Engineering Design Draftsperson
	3201-11	Substation Design Draftsperson
	3201-13	Electrical Engineering Detail Draftsperson
	3201-15	Electronics Engineering Design Draftsperson
	3201-17	Electronics Detail Draftsperson
	3203-11	Civil Engineering Design Draftsperson
	3203-11	Road Design Draftsperson
	3203-11	Structural Design Draftsperson
	3203-13	Civil Engineering Detail Draftsperson
	3205-11	Mechanical Engineering Design Draftsperson
	3205-11	Tool Design Draftsperson
	3205-13	Mechanical Detail Draftsperson
	3205-13	Tool Design Detail Draftsperson
	3299-99	Aircraft Detail Draftsperson
	3299-99	Mining Detail Draftsperson
DRAGLINE	7201-01	Dragline Supervisor
	7201-21	Dragline Operator
	7201-91	Dragline Oiler
DRAIN	4409-15	Drain Cleaner
DRAINAGE	3905-11	Plumbing and Drainage Inspector
DRAINER	4409-15	Drainer
	4409-91	Apprentice Drainer
DRAINERS	4409-01	Supervisor, Drainers
DRAMA	2505-17	Drama Teacher (Private)
DRAWER-IN	7425-11	Drawer-in
DRAWING	7401-15	Wire Drawing Machine Operator
	7421-11	Yarn Drawing Machine Operator
DREDGE	3305-11	Dredge Master
	7201-25	Dredge Operator

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KEYWORD	CODE	TITLE
DRESSER	3999-19	Window Dresser
	7405-11	Metal Dresser and Grinder
	7425-11	Textile Dresser
DRESSMAKER	4911-13	Dressmaker
DRESSMAKERS	4911-01	Supervisor, Dressmakers
DRESSMAKING	2505-99	Dressmaking Teacher (Private)
DRIED	7431-21	Dried Milk Products Maker
DRILL	7317-11	Coal Seam Drill Operator
	7317-11	Jumbo Drill Operator
	7317-11	Long Hole Drill Operator
	7317-11	Raise Drill Operator
	7317-11	Rock Drill Operator
	7317-11	Rotary Drill Operator
DRILLER	4103-13	Radial Driller (Metal)
	7317-01	Directional Driller
	7317-01	Master Driller
	7317-11	Diamond Driller
	7317-11	Water Well Driller
DRILLER'S	8415-13	Driller's Offsider
DRILLING	2215-13	Oil and Gas Drilling Engineer
	7303-11	Motorman/woman (Fluids Drilling)
	7317-01	Supervisor, Drilling Plant Operators
	7317-11	Drilling Plant Operator
DRINK	6201-29	Sales Representative (Food, Drink and Tobacco Products)
	6301-15	Sales Assistant (Food and Drink Products)
	6505-13	Drink Waiter/Waitress
	7431-15	Soft Drink and Syrup Making Machine Operator (except Dairy)
	7431-15	Soft Drink Mixer
DRIVER	7101-11	Bus Driver
	7101-13	Tram Driver
	7103-11	Automobile Driver
	7103-11	Hire Car Driver
	7103-11	Taxi Driver
	7105-11	Courier Driver
	7105-11	Delivery Driver
	7105-11	Taxi Truck Driver
	7105-11	Van Driver
	7105-13	Concrete Mixer Driver
	7105-13	Haul Truck Driver
	7105-13	Heavy Truck Driver
	7105-13	Road Train Driver
	7105-13	Semi-Trailer Driver
	7105-13	Stock Transport Driver
	7105-13	Tanker Driver
	7105-13	Tow Truck Driver
	7107-11	Locomotive Driver
	7107-11	Rail Car Driver
	7107-11	Train Driver
	7107-11	Underground Locomotive Driver
	7107-91	Assistant Locomotive Driver
	7107-91	Trainee Locomotive Driver

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
DRIVER (cont.)	7203-11	Forklift Driver
	7203-11	Reach Truck Driver
	7203-11	Turret Truck Driver
	7209-11	Farm Tractor Driver
	7303-11	Sugar Mill Engine Driver
	7313-11	Winding Engine Driver
	7499-19	Armoured Fighting Vehicle Driver
DRIVER'S	8909-17	Truck Driver's Offsider
DRIVERS	6501-01	Supervisor, Street Vendors, Canvassers and Sales Drivers
	7107-01	Supervisor, Locomotive Drivers
DRIVEWAY	6599-21	Driveway Attendant
DRIVING	2505-19	Driving Instructor
DROP-SORTER	7413-99	Drop-Sorter Operator
DROVER	8201-11	Drover
DRUG	2603-11	Drug and Alcohol Counsellor
DRY	1501-11	Dry Cleaning Establishment Manager
	7415-13	Dry End Papermaking Machine Operator
	7499-15	Dry Cleaning Machine Operator
DRYER	7431-13	Sugar Dryer Operator
	7499-13	Tobacco Dryer Attendant
DRYING	7423-11	Leather Drying Operator
DUBBING	3903-11	Dubbing Machine Operator
	3903-11	Dubbing Projectionist (Sound Mixing)
DUCTWORKER	4203-17	Ductworker
DUMPER	7309-11	Car Dumper Operator
DUPLICATING	5499-11	Photocopying and Duplicating Clerk
DYE	3299-11	Dye Penetrant Testing Technician
DYEING	3103-23	Dyeing and Finishing Technical Officer
	7425-17	Textile Dyeing and Finishing Machine Operator
DYER	7425-17	Fabric Dyer
	7425-17	Garment Dyer
EAR	2303-31	Ear, Nose and Throat Specialist
EARLY	2401-11	Early Childhood Teacher
	2905-13	Early Child Care Adviser
EARTH	3103-15	Earth Science Technical Officer
	3103-17	Earth Science Technician
EARTHMOVING	4103-11	Mechanic (Diesel and Heavy Earthmoving Equipment)
	4103-91	Apprentice Mechanic (Diesel and Heavy Earthmoving Equipment)
	7201-01	Supervisor, Excavating and Earthmoving Plant Operators
	7201-13	Scraper Operator (Earthmoving)
	7201-19	Loader Operator (Earthmoving)

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KEYWORD	CODE	TITLE
EARTHMOVING (cont.)	7201-91	Trainee Excavating and Earthmoving Plant Operator
	8407-11	Earthmoving Labourer
ECOLOGICAL	3103-25	Ecological Technical Officer
ECOLOGIST	2107-21	Ecologist
ECONOMETRICIAN	2901-11	Econometrician
ECONOMIC	2907-13	Economic Geographer
	2907-15	Economic Historian
ECONOMIST	2901-11	Agricultural Economist
	2901-11	Economist
	2901-11	International Trade Economist
	2901-11	Labour Economist
	2901-11	Transport Economist
EDDY	3299-11	Eddy Current Testing Technician
EDGE	4901-11	Edge Bander Operator
EDGERMAN/WOMAN	7413-13	Edgerman/woman
EDITOR	1201-11	Managing Editor
	2807-01	Assistant Editor
	2807-01	Associate Editor
	2807-01	News Editor
	2809-13	Book Editor
	2809-15	Script Editor
	2811-19	Film Editor
	3903-11	Sound Editor
EDITORIAL	2807-99	Editorial Assistant
	2807-99	Editorial Writer
EDP	2707-17	EDP Analyst
	2707-25	EDP Auditor
	2707-25	EDP Security Analyst
	6201-13	Sales Representative (EDP Equipment)
	6201-17	Sales Representative (Electronic Equipment except EDP)
	6301-99	Sales Assistant (EDP and Office Equipment)
EDUCATION	2407-99	Aboriginal Education Teacher
	2503-13	TAFE Teacher (General Education)
	2905-13	Education Officer
EDUCATIONAL	2407-11	Educational Support Teacher
	2603-99	Educational Counsellor
	2903-13	Educational Guidance Officer
	2903-13	Educational Psychologist
EDUCATOR	2505-25	Nurse Educator
EFFECTS	3903-99	Sound Effects Person
	3903-99	Special Effects Person
EGG	1401-25	Egg Producer
	8199-45	Egg Candler
	8199-45	Egg Process Worker
ELECTRICAL	2211-11	Chief Electrical Engineer

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
ELECTRICAL (cont.)	2211-11	Electrical Engineer
	2211-11	Electrical Maintenance Engineer
	2211-11	Electrical Power Engineer
	3201-11	Electrical Engineering Associate
	3201-11	Electrical Engineering Design Draftsperson
	3201-11	Electrical Engineering Drafting Officer
	3201-11	Electrical Engineering Technical Officer
	3201-13	Electrical Engineering Detail Draftsperson
	3201-13	Electrical Engineering Drafting Assistant
	3201-13	Electrical Engineering Technician
	3201-13	Electrical Instrument Technician
	3303-19	Airworthiness Surveyor (Electrical and Instruments)
	3905-11	Electrical Installation Inspector
	4211-15	Aircraft Electrical Engineer
	4211-15	Aircraft Ground Engineer (Electrical)
	4211-15	Aircraft Maintenance Engineer (Electrical)
	4211-15	Examiner of Aircraft (Electrical)
	4211-15	Licensed Aircraft Maintenance Engineer (Electrical)
	4301-01	Supervisor, Electrical Powerline Tradespersons
	4301-11	Electrical Linesman/woman
	4301-13	Electrical Cable Jointer
	4301-91	Apprentice Electrical Powerline Tradesperson
	4301-91	Trainee Electrical Linesman/woman
	4303-01	Supervisor, Electrical Fitters
	4303-11	Electrical Equipment Fitter
	4303-11	Electrical Instrument Fitter
	4303-13	Electrical Appliance Servicer
	4303-91	Apprentice Electrical Fitter
	4305-11	Automotive Electrical Fitter
	4309-01	Supervisor, Electrical Mechanics
	4309-11	Electrical Contractor
	4309-11	Electrical Mechanic
	4309-91	Apprentice Electrical Mechanic
	4399-01	Supervisor, Other Electrical and Electronics Tradespersons
	8101-15	Electrical and Telecommunications Trades Assistant
	8101-15	Electrical Power Linesman/woman's Assistant
	8103-13	Electrical and Electronic Equipment Assembler
ELECTRICIAN	4305-11	Automotive Electrician
	4305-91	Apprentice Automotive Electrician
	4309-11	Electrician
	4309-13	Electrician (Special Class)
	4309-91	Apprentice Electrician
	4399-11	Lift Electrician
ELECTRICIANS	4305-01	Supervisor, Automotive Electricians
ELECTROCARDIOGRAPHIC	3101-99	Electrocardiographic Technician
ELECTROENCEPHALOGRAPHIC	3101-99	Electroencephalographic Technician
ELECTROFORMER	4209-13	Electroformer
ELECTROLYTIC	7399-31	Electrolytic Cell Operator
	7399-31	Electrolytic Refiner
ELECTRONIC	3201-17	Communications Electronic Systems Technician (Air Force)
	4399-99	Apprentice Electronic Instrumentation Tradesperson
	4399-99	Electronic Instrument and Control Tradesperson
	4399-99	Electronic Instrument Tradesperson (Complex Systems)
	4503-15	Electronic Scanner Operator (Printing)

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KEYWORD	CODE	TITLE
ELECTRONIC (cont.)	5201-01	Electronic Mail Controller
	5201-15	Electronic Mail Operator
	6201-17	Sales Representative (Electronic Equipment except EDP)
	8103-13	Electrical and Electronic Equipment Assembler
ELECTRONICS	2211-13	Chief Electronics Engineer
	2211-13	Electronics Engineer
	3201-15	Aircraft Electronics Technical Officer
	3201-15	Electronics Engineering Associate
	3201-15	Electronics Engineering Design Draftsperson
	3201-15	Electronics Engineering Drafting Officer
	3201-15	Electronics Engineering Technical Officer
	3201-17	Electronics Detail Drafting Assistant
	3201-17	Electronics Detail Draftsperson
	3201-17	Electronics Engineering Technician
	3303-99	Airborne Electronics Analyst
	4399-01	Supervisor, Other Electrical and Electronics Tradespersons
ELECTROPLATER	4209-13	Electroplater (First Class)
	4209-15	Electroplater (Second Class)
	4209-17	Electroplater (Third Class)
	4209-91	Apprentice Electroplater
ELECTROTYPYER	4509-11	Stereotyper and Electrotyper
	4509-91	Apprentice Stereotyper and Electrotyper
ELECTROTYPERS	4509-01	Supervisor, Stereotypers and Electrotypers
ELOCUTION	2505-17	Elocution Teacher
EMBALMER	6699-11	Embalmer
EMBOSSER	4921-11	Glass Embosser
EMBRYOLOGIST	2107-11	Embryologist
EMPLOYMENT	2705-11	Employment Officer
	2705-11	Equal Employment Officer
	5905-13	Employment Office Clerk
END	7415-11	Wet End Papermaking Machine Operator
	7415-13	Dry End Papermaking Machine Operator
ENDOCRINOLOGIST	2107-13	Endocrinologist
	2303-99	Clinical Endocrinologist
ENDODONTIST	2305-13	Endodontist
ENGINE	4211-11	Aircraft Engine Fitter
	4601-13	Small Engine Mechanic
	4601-91	Apprentice Small Engine Mechanic
	7303-11	Stationary Engine and Boiler Operator
	7303-11	Sugar Mill Engine Driver
	7303-13	Marine Engine and Boiler Operator
ENGINEER	7313-11	Winding Engine Driver
	1399-99	Marine Engineer Superintendent
	2109-13	Biomedical Engineer
	2207-11	Chemical Engineer
	2207-11	Combustion Engineer
	2207-11	Petrochemical Process Engineer

KEYWORD	CODE	TITLE
ENGINEER (cont.)	2207-11	Principal Chemical Engineer
	2207-11	Smelting Engineer
	2207-11	Water Treatment Engineer
	2209-11	Chief Civil Engineer
	2209-11	Civil Engineer
	2209-11	Construction Engineer
	2209-11	Municipal Engineer
	2209-11	Structural Engineer
	2209-11	Transport Engineer (Army)
	2209-11	Water Supply Distribution Engineer
	2211-11	Chief Electrical Engineer
	2211-11	Electrical Engineer
	2211-11	Electrical Maintenance Engineer
	2211-11	Electrical Power Engineer
	2211-13	Chief Electronics Engineer
	2211-13	Communications Engineer
	2211-13	Computer Engineer
	2211-13	Electronics Engineer
	2211-13	Process Control Engineer
	2211-13	Radio Engineer
	2211-13	Telecommunications Engineer
	2213-11	Air-Conditioning Engineer
	2213-11	Chief Mechanical Engineer
	2213-11	Mechanical Engineer
	2215-11	Chief Mining Engineer
	2215-11	Mining Engineer (except Petroleum)
	2215-13	Mud Engineer
	2215-13	Oil and Gas Drilling Engineer
	2215-13	Petroleum Engineer
	2215-13	Petrophysical Engineer
	2217-11	Hydrometallurgical Engineer
	2217-11	Pyrometallurgical Engineer
	2217-15	Ceramics Engineer
	2217-15	Materials Engineer
	2217-15	Metallurgical Engineer
	2217-15	Polymer Engineer
	2219-11	Aeronautical Engineer
	2219-11	Air Safety Engineer
	2219-13	Agricultural Engineer
	2219-17	Industrial Engineer
	2219-17	Methods Engineer
	2219-17	Safety Engineer
	2219-99	Military Armament Engineer
	2219-99	Military Instrument Engineer
	2219-99	Product Design Engineer
	2707-19	Computer Systems Engineer (Software)
	2707-19	Software Engineer
	3303-15	Flight Engineer
	3303-21	Flight Engineer Inspector
	3307-11	Marine Engineer
	3307-11	Motor Vessel Engineer Officer
	3307-11	Ship's Engineer Officer
	3307-13	Marine Engineer Surveyor
	3307-91	Cadet Marine Engineer
	3307-91	Trainee Marine Engineer
	4211-11	Aircraft Ground Engineer (Engines)
	4211-11	Aircraft Maintenance Engineer (Engines)
	4211-11	Licensed Aircraft Maintenance Engineer (Engines)
	4211-11	Line Maintenance Aircraft Engineer (Engines)
	4211-13	Aircraft Ground Engineer (Airframes)

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KEYWORD	CODE	TITLE
ENGINEER (cont.)	4211-13	Aircraft Maintenance Engineer (Airframes)
	4211-13	Licensed Aircraft Maintenance Engineer (Airframes)
	4211-13	Line Maintenance Aircraft Engineer (Airframes)
	4211-15	Aircraft Electrical Engineer
	4211-15	Aircraft Ground Engineer (Electrical)
	4211-15	Aircraft Maintenance Engineer (Electrical)
	4211-15	Licensed Aircraft Maintenance Engineer (Electrical)
	4211-17	Aircraft Ground Engineer (Radio)
	4211-17	Aircraft Maintenance Engineer (Radio)
	4211-17	Licensed Aircraft Maintenance Engineer (Radio)
	4211-19	Aircraft Ground Engineer (Instruments)
	4211-19	Aircraft Maintenance Engineer (Instruments)
	4211-19	Licensed Aircraft Maintenance Engineer (Instruments)
	4211-91	Apprentice Aircraft Ground Engineer
	4211-91	Apprentice Aircraft Maintenance Engineer
	7211-11	Fire Engineer (Army)
ENGINEERING	1399-11	Engineering Manager
	2205-13	Engineering Surveyor
	3201-11	Electrical Engineering Associate
	3201-11	Electrical Engineering Design Draftsperson
	3201-11	Electrical Engineering Drafting Officer
	3201-11	Electrical Engineering Technical Officer
	3201-13	Electrical Engineering Detail Draftsperson
	3201-13	Electrical Engineering Drafting Assistant
	3201-13	Electrical Engineering Technician
	3201-15	Communications Engineering Technical Officer
	3201-15	Electronics Engineering Associate
	3201-15	Electronics Engineering Design Draftsperson
	3201-15	Electronics Engineering Drafting Officer
	3201-15	Electronics Engineering Technical Officer
	3201-17	Communications Engineering Technician
	3201-17	Electronics Engineering Technician
	3203-11	Civil Engineering Associate
	3203-11	Civil Engineering Design Draftsperson
	3203-11	Civil Engineering Drafting Officer
	3203-11	Civil Engineering Technical Officer
	3203-11	Structural Engineering Drafting Officer
	3203-13	Civil Engineering Detail Draftsperson
	3203-13	Civil Engineering Drafting Assistant
	3203-13	Civil Engineering Technician
	3205-11	Mechanical Engineering Associate
	3205-11	Mechanical Engineering Design Draftsperson
	3205-11	Mechanical Engineering Drafting Officer
	3205-11	Mechanical Engineering Technical Officer
	3205-13	Mechanical Engineering Drafting Assistant
	3205-13	Mechanical Engineering Technician
	3207-15	Engineering Survey Drafting Officer
	3299-99	Aeronautical Engineering Technical Officer
	3299-99	Engineering Tracer
	3299-99	Production Planning Officer (Engineering)
ENGINEERS	4211-01	Supervisor, Aircraft Maintenance Engineers
ENGINEMAN/WOMAN	7107-11	Locomotive Engineman/woman
ENGINES	3303-19	Airworthiness Surveyor (Engines)
	4211-11	Aircraft Ground Engineer (Engines)
	4211-11	Aircraft Maintenance Engineer (Engines)
	4211-11	Aircraft Mechanic (Engines)

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KEYWORD	CODE	TITLE
ENGINES (cont.)	4211-11	Examiner of Aircraft Engines
	4211-11	Licensed Aircraft Maintenance Engineer (Engines)
	4211-11	Line Maintenance Aircraft Engineer (Engines)
ENGLISH	2407-99	Teacher of English as a Second Language
ENGRAVER	4213-21	Engraver
ENGRAVING	4503-11	Etcher-Finisher (Photo Engraving)
ENLARGER	7435-11	Photographic Enlarger Operator
ENROLLED	6603-11	Enrolled Nurse
	6603-91	Student Enrolled Nurse
ENTERTAINMENT	8901-13	Entertainment Usher
ENTOMOLOGIST	2107-23	Entomologist
ENTRY	5201-13	Data Entry Operator
ENVIRONMENTAL	2199-11	Environmental Scientist
	2801-99	Environmental Artist
ENZYME	2107-15	Enzyme Chemist
EPIDEMIOLOGIST	2109-11	Epidemiologist
EQUAL	2705-11	Equal Employment Officer
EQUIPMENT	3903-01	Supervisor, Sound Recording and Reproduction Equipment Operators
	3903-15	Television Equipment Operator
	4103-11	Mechanic (Diesel and Heavy Earthmoving Equipment)
	4103-91	Apprentice Mechanic (Diesel and Heavy Earthmoving Equipment)
	4303-11	Electrical Equipment Fitter
	4311-01	Supervisor, Communications Equipment Tradespersons
	4311-91	Trainee Communications Equipment Tradesperson
	4315-01	Supervisor, Office Equipment and Computer Servicers
	4315-11	Business Equipment Mechanic
	4315-11	Office Equipment Servicer
	4315-91	Apprentice Office Equipment and Computer Servicer
	4315-91	Trainee Office Equipment and Computer Servicer
	4999-27	Aircraft Safety Equipment Worker
	6201-13	Sales Representative (EDP Equipment)
	6201-15	Sales Representative (Medical, Dental and Veterinary Equipment)
	6201-17	Sales Representative (Communications Equipment)
	6201-17	Sales Representative (Electronic Equipment except EDP)
	6201-99	Sales Representative (Photographic Equipment and Supplies)
	6301-99	Sales Assistant (EDP and Office Equipment)
	6301-99	Sales Assistant (Musical Equipment and Supplies)
	6301-99	Sales Assistant (Photographic Equipment and Supplies)
	6301-99	Sales Assistant (Sports Equipment and Toys)
	8103-13	Electrical and Electronic Equipment Assembler
	8109-13	Equipment Assembly Inspector
ERECTOR	8401-13	Carport Erector
	8405-17	Structural Steel Erector
	8499-15	Fence Erector
ERGONOMIST	2999-99	Ergonomist

KEYWORD	CODE	TITLE
ESCORT	6699-99	Escort
ESTABLISHMENT	1501-11	Dry Cleaning Establishment Manager
	1599-11	Hairdressing Establishment Managing Supervisor
ESTATE	1599-17	Real Estate Agency Manager
	6105-11	Real Estate Sales Representative
	6105-11	Real Estate Salesperson
	6105-11	Real Estate Sub-agent
	6105-13	Real Estate Property Manager
ESTIMATOR	3207-11	Building Estimator
ETCHER	2801-99	Etcher (Artistic)
	4921-11	Glass Etcher
ETCHER-FINISHER	4503-11	Etcher-Finisher (Photo Engraving)
EVAPORATOR	7431-13	Evaporator Boiler (Sugar Processing)
EVISCERATOR	7431-19	Defeatherer and Eviscerator Operator
	8199-33	Eviscerator
EXAMINER	2999-99	Patent Examiner
	3303-21	Examiner of Flightcrew
	3905-13	Gas Examiner
	3905-17	Train Examiner
	4211-11	Examiner of Aircraft Engines
	4211-13	Examiner of Airframes
	4211-15	Examiner of Aircraft (Electrical)
	4211-17	Examiner of Aircraft Radio
	4211-19	Examiner of Aircraft Instruments
	8109-13	Film Examiner
	8109-13	Product Examiner
	8109-13	Textile Examiner
	8109-13	Tyre Finisher and Examiner
EXAMINING	3905-19	Customs Examining Officer
EXCAVATING	7201-01	Supervisor, Excavating and Earthmoving Plant Operators
	7201-91	Trainee Excavating and Earthmoving Plant Operator
EXCAVATOR	7201-21	Bucketwheel Excavator Operator
	7201-29	Excavator Operator
EXCEPT	1301-11	Treasurer (except government)
	2107-99	Pharmacologist (except Clinical)
	2215-11	Mining Engineer (except Petroleum)
	3905-29	Claims Assessor (except Health)
	3905-29	Insurance Assessor (except Health)
	6201-17	Sales Representative (Electronic Equipment except EDP)
	7431-15	Soft Drink and Syrup Making Machine Operator (except Dairy)
	8999-11	Animal Groom (except Horse)
EXCHANGE	6101-11	Stock Exchange Dealer
	6101-11	Trading Floor Operator (Stock Exchange)
	6101-99	Foreign Exchange Dealer
EXECUTIVE	1201-11	Chief Executive
	1305-13	Executive Producer
	2703-11	Advertising Account Executive

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KEYWORD	CODE	TITLE
EXECUTIVE (cont.)	2999-99	Executive Assistant
	4705-01	Executive Chef
	8915-11	Executive Housekeeper
EXHIBITION	2805-13	Exhibition Designer
EXPERT	4929-03	Shearing Shed Expert
EXPLOSIVE	4999-29	Explosive Ordnance Demolition Technician
EXPLOSIVES	4999-29	Military Explosives Technician
	7411-01	Supervisor, Explosives Production Machine Operators
	7411-13	Explosives Mixer Operator
	7411-13	Explosives Production Machine Operator
EXPORT	1303-11	Export Manager
EXPORTS	3905-15	Fish Exports Inspector
EXTENSION	2107-27	Agricultural Extension Officer
EXTERIOR	8401-13	Exterior Cladding Installer
EXTERMINATOR	8999-13	Pest Exterminator
EXTRA	8403-11	Concrete Extra Hand
EXTRACTIVE	2217-11	Extractive Metallurgist
EXTRUDER	7407-25	Sheathing Extruder
	7431-11	Food Processing Extruder Operator
EXTRUDING	7407-11	Plastics Extruding Machine Setter
	7407-13	Plastics Extruding Machine Operator
EXTRUSION	7401-17	Metal Extrusion Press Operator
FABRIC	3103-23	Fabric Design Technical Officer
	7425-01	Supervisor, Fabric Production Machine Operators
	7425-17	Fabric Dyer
	7425-99	Fabric Bonding Machine Operator
FABRICATOR	4205-11	Metal Fabricator
	4205-13	Structural Metal Fabricator
	4205-91	Apprentice Metal Fabricator
	8199-25	Plastic Sheet Fabricator
FABRICATOR-WELDER	4205-11	Metal Fabricator-Welder
FABRICS	6301-13	Sales Assistant (Fabrics, Clothing and Footwear)
FACETER	4923-13	Faceter
FACILITY	4803-01	Sporting Facility Curator
FACTORY	7431-27	Food Factory Cook
	8199-01	Supervisor, Other Trades Assistants and Factory Hands
	8199-11	Metal Processing and Finishing Factory Hand
	8199-15	Hardboard Factory Hand
	8199-15	Joinery Factory Hand
	8199-15	Particleboard Factory Hand
	8199-15	Plywood Factory Hand

KEYWORD	CODE	TITLE
FACTORY (cont.)	8199-15	Wood and Wood Products Factory Hand
	8199-17	Pulp, Papermaking and Paper Products Factory Hand
	8199-21	Clay Processing Factory Hand
	8199-23	Munitions Factory Hand
	8199-23	Paint Factory Hand
	8199-25	Rubber and Plastics Factory Hand
	8199-41	Baking Factory Hand
	8199-41	Biscuit Factory Hand
	8199-43	Cheese Factory Worker
	8199-43	Dairy Factory Hand
	8199-47	Fruit and Vegetable Factory Hand
	8301-11	Factory Cleaner
FACULTY	1317-99	Faculty Head
FALLER	8203-11	Hardwood Faller
	8203-11	Softwood Faller
	8203-11	Tree Faller
FAMILY	2603-13	Family Counsellor
	2603-13	Family Therapist
	2603-15	Family Court Counsellor
	6607-13	Family Aide
	6607-13	Family Support Worker
FARM	1401-11	Grain, Oilseed and Pasture Farm Manager
	1401-13	Sugar Cane Farm Manager
	1401-15	Tobacco Farm Manager
	1401-17	Beef Cattle Farm Manager
	1401-19	Dairy Farm Manager
	1401-21	Sheep Farm Manager
	1401-23	Pig Farm Manager
	1401-25	Poultry Farm Manager
	1401-29	Mixed Farm Manager
	1401-31	Fruit and Nut Farm Manager
	1401-33	Vegetable Farm Manager
	1401-91	Farm Apprentice
	1401-91	Trainee Farm Manager
	2107-27	Farm Consultant
	7209-11	Farm Machinery Operator
	7209-11	Farm Tractor Driver
	7309-11	Tank Farm Operator
	8201-01	Farm Overseer
	8201-01	Supervisor, Farm Hands and Assistants
	8201-11	Livestock and Field Crop Farm Hand
	8201-13	Fruit, Vegetable and Nut Farm Hand
	8201-99	Fish Farm Worker
	8201-99	Poultry Farm Hand
FARMER	1401-11	Seed Farmer
	1401-11	Wheat Farmer
	1401-17	Beef Cattle Farmer
	1401-17	Beef Cattle Stud Farmer
	1401-17	Buffalo Farmer
	1401-19	Dairy Cattle Stud Farmer
	1401-19	Dairy Farmer
	1401-21	Sheep Farmer
	1401-21	Sheep Stud Farmer
	1401-23	Pig Farmer
	1401-25	Poultry Farmer

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KEYWORD	CODE	TITLE
FARMER (cont.)	1401-27	Horse Stud Farmer
	1401-29	Mixed Farmer
	1401-91	Trainee Farmer
	1401-99	Fish Farmer
	1401-99	Goat Farmer
	1401-99	Oyster Farmer
FARRIER	4201-13	Farrier
	4201-91	Apprentice Farrier
FASHION	2805-11	Fashion Designer
FEEDER	7413-21	Plywood Centre Feeder
FELLER	7205-11	Tree Feller Operator
FELLMONGERING	7423-11	Fellmongering Machine Operator
FELLMONGERY	8199-27	Fellmongery Hand
FELLOW	2501-13	University or CAE Teaching Fellow
FELTMAKER	7425-99	Feltmaker
FENCE	8499-15	Fence Erector
FENCER	8499-15	Fencer
FERMENTATION	7305-11	Fermentation Operator (Chemicals)
FERRY	3305-11	Ferry Master
	7299-99	Cable Ferry Operator
	8925-11	Ferry Hand
FETTLER	8413-11	Railway Fettler
FIBRE	7419-01	Supervisor, Fibre Cement Machine Operators
FIBRE-CEMENT	7419-21	Fibre-Cement Machine Operator
	7419-21	Fibre-Cement Moulder
FIBROUS	4407-13	Fibrous Plaster Fixer
	4407-13	Fibrous Plaster Setter
	4407-13	Fibrous Plasterer
	7419-19	Fibrous Plaster Maker
FIELD	3103-31	Field Crop Technician
	3905-99	Postal Services Field Manager
	8201-11	Livestock and Field Crop Farm Hand
	8411-11	Geological Survey Field Assistant
FIGHTER	7211-11	Fire Fighter
FIGHTERS	7211-01	Supervisor, Fire Fighters
FIGHTING	7499-19	Armoured Fighting Vehicle Crewman
	7499-19	Armoured Fighting Vehicle Driver
FILING	5401-01	Supervisor, Library and Filing Clerks
	5401-13	Filing Clerk
	5499-11	Other Filing, Sorting and Copying Clerks

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KEYWORD	CODE	TITLE
FILL	7399-11	Surface Hydraulic Fill Operator
FILLER	7433-11	Liquids Filler
	7433-99	Can Filler and Closer
	7433-99	Sack and Bag Filler
	7499-99	Pressurised Container Filler
FILLETER	8199-39	Fish Filleter
FILM	2811-11	Art Director (Television, Film or Stage)
	2811-15	Director (Film or Stage)
	2811-19	Film Editor
	7435-01	Supervisor, Photographic Film Manufacturing Operators
	7435-13	Film Cutter
	7435-13	Film Spooler
	7435-13	Photographic Film Manufacturing Operator
	8109-13	Film Examiner
FINANCE	1301-11	Finance Director
	1301-11	Finance Manager
	6101-99	Corporate Finance Officer
FINANCIAL	1507-11	Financial Institution Branch Manager
	5301-17	Branch Accountant (Financial Institution)
FINE	3999-21	Fine Furnisher
FINISH	3999-17	Finish Artist
FINISHER	4507-11	Binder and Finisher
	4507-91	Apprentice Binder and Finisher
	4905-19	Furniture Finisher
	4905-91	Apprentice Furniture Finisher
	4919-11	Floor Finisher
	7429-11	Shoemaking Finisher
	7435-11	Print Finisher
	8109-13	Tyre Finisher and Examiner
	8403-11	Concrete Finisher
FINISHERS	4507-01	Supervisor, Binders and Finishers
	4905-01	Supervisor, Furniture Finishers
FINISHING	3103-23	Dyeing and Finishing Technical Officer
	4209-01	Supervisor, Metal Finishing Tradespersons
	4209-91	Apprentice Metal Finishing Tradesperson
	7423-11	Leather Finishing Machine Operator
	7425-17	Textile Dyeing and Finishing Machine Operator
	7427-11	Garment Finishing Operator
	8199-11	Metal Processing and Finishing Factory Hand
	8199-11	Metal Processing and Finishing Labourer
FIRE	1201-11	Fire Commissioner
	1319-13	Commissioned Fire Officer
	7211-01	Supervisor, Fire Fighters
	7211-11	Fire Engineer (Army)
	7211-11	Fire Fighter
	7211-11	Fire Prevention Officer
	7499-19	Fire Controller (Navy)
	8203-13	Fire Look-out
FIREMAN/WOMAN	7107-91	Railway Fireman/woman

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KEYWORD	CODE	TITLE
FIRER'S	8101-99	Shot Firer's Assistant
FIRM	1599-99	Stockbroking Firm Manager
FIRST	4103-13	Metal Machinist (First Class)
	4203-11	Sheetmetal Worker (First Class)
	4205-17	Welder (First Class)
	4209-13	Electroplater (First Class)
	8999-99	First Aid Officer
FISH	1401-99	Fish Farmer
	3905-15	Fish Exports Inspector
	7431-19	Fish Plant and Machinery Operator
	7431-19	Fish Smokehouse Operator
	7431-19	Meat and Fish Processing Machine Operator
	7431-27	Fish Cooker
	8199-39	Fish Filleter
	8199-39	Fish Process Worker
	8201-99	Fish Farm Worker
FISHER	8925-13	Fisher
FISHERIES	3103-25	Fisheries Technical Officer
	3905-99	Fisheries and Wildlife Officer
FISHERMAN/WOMAN	3305-15	Master Fisherman/woman
	8925-13	Fisherman/woman
FISHING	3305-11	Fishing Vessel Master
	7317-11	Fishing Tool Operator
FITNESS	2505-99	Fitness Instructor
	2505-99	Physical Fitness Instructor
FITTER	4103-11	Bench Fitter
	4103-11	Fitter
	4103-11	Fitter and Turner
	4103-11	Maintenance Fitter
	4103-11	Service Fitter
	4103-91	Apprentice Fitter, Turner and Machinist
	4103-91	Apprentice Metal Fitter and Machinist
	4211-11	Aircraft Engine Fitter
	4211-13	Airframe Fitter
	4213-11	Instrument Fitter
	4303-11	Electrical Equipment Fitter
	4303-11	Electrical Instrument Fitter
	4303-91	Apprentice Electrical Fitter
	4305-11	Automotive Electrical Fitter
	4307-13	Refrigeration Fitter
	4401-11	Shop Fitter
	4409-11	Pipe Fitter (Plumbing)
	4409-11	Sprinkler Fitter
	4409-13	Gas-main and Line Fitter
	4409-91	Apprentice Sprinkler Fitter
	4999-13	Ophthalmic Lens Surfacers and Fitter
	4999-29	Armament Fitter
	8401-13	Curtain Fitter
	8923-11	Muffler Fitter
	8923-11	Tyre and Tube Fitter
	8923-11	Vehicle Accessories Fitter
	8923-11	Windscreen Fitter

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KEYWORD	CODE	TITLE
FITTER-MACHINIST	4103-11	Fitter-Machinist
FITTER-MECHANIC	4103-11	Diesel Fitter-Mechanic
	4103-11	Fitter-Mechanic
FITTER-WELDER	4103-11	Fitter-Welder
FITTER'S	8101-11	Fitter's Assistant
FITTERS	4103-01	Supervisor, Metal Fitters and Machinists
	4303-01	Supervisor, Electrical Fitters
	4409-01	Supervisor, Gas Fitters
	8923-01	Supervisor, Vehicle Accessories Fitters
FIXER	4407-13	Fibrous Plaster Fixer
	4407-13	Plasterboard Fixer
	4411-11	Roof Fixer
	4413-11	Wall and Floor Tile Fixer
	4999-15	Stone Fixer
	8405-15	Steel Fixer
FIXING	4401-11	Fixing Carpenter
FLAT	4921-11	Flat Glass Tradesperson
	4921-91	Apprentice Flat Glass Tradesperson
FLESHER	8199-27	Flesher Hand
FLESHING	7423-11	Hide and Skin Fleshing Machine Operator
FLEXOGRAPHIC	4503-11	Flexographic Plate Maker
	4505-15	Flexographic or Gravure Printing Machinist
FLIGHT	1319-15	Flight Lieutenant
	3201-15	Flight Surveyor
	3303-13	Flight Service Officer
	3303-15	Flight Engineer
	3303-21	Flight Engineer Inspector
	3303-93	Trainee Flight Service Officer
	6609-01	Senior Flight Attendant
	6609-11	Flight Attendant
FLIGHTCREW	3303-21	Examiner of Flightcrew
FLOOR	2811-21	Floor Manager (Television)
	4413-01	Supervisor, Wall and Floor Tilers
	4413-11	Terrazzo Floor Layer
	4413-11	Wall and Floor Tile Fixer
	4413-11	Wall and Floor Tiler
	4413-91	Apprentice Wall and Floor Tiler
	4919-01	Supervisor, Floor Coverers
	4919-11	Floor Coverer
	4919-11	Floor Finisher
	4919-91	Apprentice Floor Coverer
	6101-11	Trading Floor Operator (Stock Exchange)
	6201-27	Sales Representative (Floor Coverings and Furniture)
	6301-17	Sales Assistant (Furniture, Floor Coverings and Household Goods)
	8101-13	Wall and Floor Tiler's Assistant
FLORIST	4999-25	Florist
	4999-91	Apprentice Florist

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
FLOTATION	7399-11	Flotation Operator
FLOWER	1401-99	Commercial Flower Grower
FLUIDS	7303-11	Motorman/woman (Fluids Drilling)
	7309-01	Supervisor, Fluids Loading and Unloading Plant Operators
	7309-11	Bulk Fluids Handler
FLYING	2505-21	Flying Instructor
FOAM	7407-17	Plastics Foam Machine Operator
FOLDING	7499-17	Folding Machine Operator
FOOD	1501-11	Take Away Food Outlet Manager
	2101-11	Food Technologist
	4799-01	Supervisor, Other Food Tradespersons
	4799-91	Apprentice, Other Food Trades
	6201-29	Sales Representative (Food, Drink and Tobacco Products)
	6301-15	Sales Assistant (Food and Drink Products)
	6505-15	Food Steward/Stewardess
	7431-01	Supervisor, Food Processing Machine Operators
	7431-11	Food Processing Extruder Operator
	7431-27	Food Factory Cook
	7431-27	Food Processing Autoclave Operator
	7431-27	Food Processing Retort Operator
	7431-99	Food Processing Machine Operators nec
	7431-99	Food Size-grading Operator
	7431-99	Frozen Food Machine Operator
	7431-99	Pet Food Processing Machine Operator
	7433-99	Food Packaging Machine Operator
	8921-13	Hospital Food Serviceperson
FOOTWEAR	6201-37	Sales Representative (Textiles, Clothing and Footwear)
	6301-13	Sales Assistant (Fabrics, Clothing and Footwear)
FORCE	1201-11	Air Force ranks above and including Air Commodore
	1319-15	Commissioned Defence Force Officer (Management)
	2205-13	Air Photo Plotter (Air Force)
	3201-17	Communications Electronic Systems Technician (Air Force)
	3207-15	Photographic Interpreter (Air Force)
	3299-99	Aircraft Systems Technician (Air Force)
	3299-99	Avionics Systems Technician (Air Force)
FORCES	1319-15	Captain (Defence Forces)
	1319-91	Trainee Officer (Defence Forces)
	1503-11	Mess Supervisor (Defence Forces)
	3999-99	Signaller (Defence Forces)
FOREIGN	6101-99	Foreign Exchange Dealer
FOREMAN/WOMAN	3207-11	Building Foreman/woman
FOREST	2107-25	Forest Manager
	2107-25	Forest Scientist
	3103-27	Forest Assessor
	3999-99	Forest Ranger
	8203-01	Forest Overseer
FORESTER	2107-25	Forester

KEYWORD INDEX OF STRUCTURE TITLES

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KEYWORD	CODE	TITLE
FORESTRY	2107-25	Forestry Adviser
	2107-25	Harvesting Manager (Forestry)
	3103-25	Forestry Technical Officer
	3103-27	Forestry Technician
	8203-01	Supervisor, Forestry Labourers
	8203-13	Forestry Worker
FORGER'S	8101-11	Metal Forger's Assistant
FORGING	4201-01	Supervisor, Forging Tradespersons
	4201-11	Forging Smith
	4201-91	Apprentice Forging Tradesperson
	7405-11	Forging Machine Operator
FORKLIFT	7203-11	Forklift Driver
FORMAL	6505-11	Formal Service Waiter/Waitress
FORME	7415-15	Carton Cutting and Crease Forme Setter
FORMS	3999-27	Forms Analyst
	3999-27	Forms Analyst and Designer
	3999-27	Forms Designer
FORMWORK	4401-11	Formwork Carpenter
	8403-11	Concrete Formwork Stripper
FORWARDER	7205-11	Forwarder Operator
FOURDRINIER	7415-11	Fourdrinier Machine Operator
FRAME	4905-13	Picture Frame Maker
FRAMER	4905-13	Picture Framer
	4905-91	Apprentice Picture Framer
FRAMERS	4905-01	Supervisor, Picture Framers
FREELANCE	2807-99	Freelance Journalist
FREIGHT	5503-11	Freight Clerk
	5503-11	Freight Traffic Controller
	8909-01	Supervisor, Freight and Furniture Handlers
	8909-11	Freight Handler (Road and Rail)
FRENCH	4905-19	French Polisher
FRIDAY	5101-11	Girl/Man Friday
FRONT-END	7201-19	Front-end Loader Operator
FROZEN	7431-99	Frozen Food Machine Operator
FRUIT	1401-31	Fruit and Nut Farm Manager
	1401-31	Fruit and Nut Grower
	7431-15	Fruit and Vegetable Juicer Operator
	7431-27	Fruit Conserve and Sauce Maker
	7431-99	Fruit and Vegetable Dehydrator
	7431-99	Fruit and Vegetable Peeling Machine Operator
	8105-13	Fruit and Vegetable Packer
	8109-11	Fruit and Vegetable Classer
	8199-47	Fruit and Vegetable Factory Hand

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
FRUIT (cont.)	8201-13	Fruit, Vegetable and Nut Farm Hand
	8201-13	Fruit, Vegetable and Nut Picker
FUMIGATOR	8999-13	Fumigator
FUND	5303-11	Superannuation Fund Clerk
	6501-15	Fund Raiser
FUNERAL	6699-11	Funeral Director
	8999-21	Funeral Attendant
FUR	3999-37	Fur Grader
	4911-17	Fur Cutter
	4911-17	Fur Matcher
FURNACE	7315-01	Supervisor, Blast Furnace Operators
	7315-01	Supervisor, Furnace and Kiln Operators
	7315-11	Basic Oxygen Steelmaking Furnace Operator
	7315-11	Blast Furnace Operator
	7315-11	Metals Furnace Operator
	7315-11	Open Hearth Furnace Operator
	7315-11	Smelting Furnace Operator
	7315-13	Heat Treatment Furnace Operator
	7315-13	Soaking Pit Furnace Operator
	7417-01	Supervisor, Glass Furnace Operators
	7417-11	Glass Furnace Operator
	8199-11	Blast Furnace Helper
FURNISHER	3999-21	Fine Furnisher
FURNITURE	2805-15	Furniture Designer
	4903-11	Antique Furniture Reproducer
	4903-11	Antique Furniture Restorer
	4903-11	Custom Furniture Maker
	4905-01	Supervisor, Cane Furniture Makers
	4905-01	Supervisor, Furniture Finishers
	4905-17	Cane Furniture Maker
	4905-19	Furniture Finisher
	4905-19	Furniture Polisher
	4905-91	Apprentice Cane Furniture Maker
	4905-91	Apprentice Furniture Finisher
	4913-11	Furniture Upholsterer
	6201-27	Sales Representative (Floor Coverings and Furniture)
	6301-17	Sales Assistant (Furniture, Floor Coverings and Household Goods)
	7105-15	Furniture Removalist-Driver
	8103-17	Furniture Assembler
	8199-15	Furniture Manufacturing Labourer
	8909-01	Supervisor, Freight and Furniture Handlers
	8909-13	Furniture Packer
	8909-17	Furniture Removalist's Assistant
FURRIER	4911-17	Furrier
FURRIERS	4911-01	Supervisor, Furriers
FUSE	7411-13	Fuse Maker
FUTURES	6101-99	Futures Dealer
GALLERY	3999-13	Museum and Art Gallery Technician

KEYWORD	CODE	TITLE
GALVANISER	8199-11	Continuous Plant Galvaniser
GANG	7413-13	Cant Gang Sawyer
GANGER	8409-01	Road Ganger
	8413-01	Tramway Ganger
GARAGE	8101-99	Garage Assistant
GARBAGE	8905-01	Supervisor, Garbage Collectors
	8905-11	Garbage Collector
GARBOLOGIST	8905-11	Garbologist
GARDEN	8205-13	Garden Labourer
GARDENER	1401-33	Market Gardener
	4805-01	Head Gardener
	4805-11	Gardener (General)
	4805-13	Landscape Gardener
	4805-91	Apprentice Gardener
	4805-91	Apprentice Landscape Gardener
GARDENER'S	8205-13	Gardener's Assistant
GARDENERS	4805-01	Supervisor, Landscape Gardeners
GARDENING	6301-11	Sales Assistant (Hardware and Gardening Supplies)
GARMENT	4911-01	Supervisor, Garment Tradespersons
	4911-91	Apprentice Garment Tradesperson
	7425-17	Garment Dyer
	7427-11	Garment Finishing Operator
GAS	2215-13	Oil and Gas Drilling Engineer
	3905-13	Gas Examiner
	4205-19	Gas Welder-Cutter
	4409-01	Supervisor, Gas Fitters
	7305-11	Industrial Gas Production Operator
	7307-01	Supervisor, Oil and Gas Well Treatment Operators
	7307-01	Supervisor, Oil, Gas and Pipe Testing Operators
	7307-01	Supervisor, Petroleum and Gas Plant Operators
	7307-11	Gas Compressor Turbine Operator
	7307-11	Petroleum and Gas Refining and Pumping Operator
	7307-13	Oil and Gas Well Treatment Operator
	7307-15	Oil and Gas Production Testing Operator
	7307-15	Oil, Gas and Pipe Tester
	8199-23	Gas Plant Labourer
GAS-MAIN	4409-13	Gas-main and Line Fitter
GAS-SHIELDED	4205-19	Gas-shielded Arc Welding Operator
GASFITTER	4409-13	Gasfitter
	4409-13	Liquid Petroleum Gasfitter
	4409-91	Apprentice Gasfitter
GASTROENTEROLOGIST	2303-99	Gastroenterologist
GATEKEEPER	8901-15	Gatekeeper
GATHERER	8299-99	Kelp and Seagrass Gatherer

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
GEAR	4103-19	Gear Cutter
GELATO	7431-25	Gelato Maker
GEM	4923-11	Gem Setter
	4923-13	Gem Cutter and Polisher
GENERAL	1201-11	General Manager
	1501-11	General Storekeeper
	2301-11	General Medical Practitioner
	2503-13	TAFE Teacher (General Education)
	3401-11	Registered General Nurse
	4409-11	Plumber (General)
	4805-11	Gardener (General)
	6505-15	Waiter/Waitress (General)
	8199-29	General Hand (Printing)
	8199-29	Newspaper Press General Hand
GENERATION	7301-01	Supervisor, Power Generation Plant Operators
	7301-11	Power Generation Plant Operator
	7301-11	Power Generation Turbine Room Operator
GENETICIST	2107-99	Geneticist
GEOCHEMICAL	3103-17	Geochemical Technician
GEOCHEMIST	2103-11	Geochemist
GEODETC	2205-13	Geodetic Surveyor
GEOGRAPHER	2907-13	Economic Geographer
	2907-13	Geographer
	2907-13	Physical Geographer
GEOLOGICAL	8411-11	Geological Survey Field Assistant
GEOLOGIST	2103-11	Chief Geologist
	2103-11	Geologist
GEOLOGY	3103-15	Geology Technical Officer
	3103-17	Geology Technician
GEOPHYSICAL	3103-15	Geophysical Technical Officer
GEOPHYSICIST	2103-13	Geophysicist
GEOPHYSICS	3103-17	Geophysics Technician
GERIATRIC	3401-99	Geriatric Care Nurse
GERIATRICIAN	2303-99	Geriatrician
GIFTED	2407-13	Teacher of Disabled or Gifted Students
GILL	7421-11	Gill Box Operator
GINNER	7421-13	Cotton Ginner
GINNING	7421-01	Supervisor, Cotton Ginning Machine Operators
	7421-13	Cotton Ginning Bookman/woman
GIRL/MAN	5101-11	Girl/Man Friday

KEYWORD	CODE	TITLE
GLASS	4921-01	Supervisor, Glass Tradespersons
	4921-11	Flat Glass Tradesperson
	4921-11	Glass Beveller
	4921-11	Glass Cutter
	4921-11	Glass Embosser
	4921-11	Glass Etcher
	4921-11	Glass Silverer
	4921-13	Glass Bender
	4921-13	Glass Blower
	4921-13	Glass Blowing Lathe Operator
	4921-91	Apprentice Flat Glass Tradesperson
	4921-93	Trainee Glass Blower
	7417-01	Supervisor, Glass Furnace Operators
	7417-01	Supervisor, Glass Production Machine Operators
	7417-11	Glass Furnace Operator
	7417-11	Glass Laminating Operator
	7417-11	Glass Maker
	7417-11	Glass Melt Operator
	7417-11	Glass Production Machine Operator
	7417-11	Glass Toughening Operator
	8199-31	Glass Mould Cleaner
GLASSWARE	8109-15	Glassware Verifier
	8199-31	Glassware Process Assistant
GLAZIER	4921-11	Glazier
GLIDING	2505-21	Gliding Instructor
GLOVE	7427-13	Glove Sewer
GOAT	1401-99	Goat Farmer
GOLDSMITH	4923-15	Goldsmith
GOLF	4803-01	Golf Course Superintendent
GOODS	4917-11	Leather Goods Maker
	4917-13	Canvas Goods Maker
	4917-91	Apprentice Canvas Goods Maker
	4917-91	Apprentice Leather Goods Maker
	6201-19	Sales Representative (Toys and Sporting Goods)
	6201-31	Sales Representative (Household Goods and Domestic Hardware)
	6201-99	Sales Representative (Musical Goods)
	6301-17	Sales Assistant (Furniture, Floor Coverings and Household Goods)
GOVERNESS	6601-99	Governess
GOVERNMENT	1101-11	Government Minister
	1201-11	Head of Government Department
	1301-11	Treasurer (except government)
GOVERNOR	1101-99	Governor
GOVERNOR-GENERAL	1101-99	Governor-General
GRADER	3999-37	Fur Grader
	3999-37	Leather Grader
	7201-27	Grader Operator
	7413-99	Machine Stress Grader Operator
	8109-11	Meat Grader

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
GRADER (cont.)	8109-11	Milk and Cream Grader
	8109-11	Product Grader
	8109-11	Timber Grader
GRAIN	1401-11	Grain, Oilseed and Pasture Farm Manager
	1401-11	Grain, Oilseed and Pasture Grower
	3913-13	Grain Buyer
	7309-11	Grain Handler
	7431-11	Grain and Cereal Processing Machine Operator
	8999-99	Grain Binsman/woman
GRANULATOR	7411-11	Granulator Machine Operator
GRAPHIC	2805-13	Graphic Designer
	4503-01	Supervisor, Graphic Reproduction Tradespersons
	4503-91	Apprentice Graphic Reproduction Tradesperson
GRAVE	8407-11	Grave Digger
GRAVITY	3103-17	Gravity Prospecting Observer
GRAVURE	4503-11	Gravure Plate Preparer
	4505-15	Flexographic or Gravure Printing Machinist
GRAZIER	1401-17	Cattle Grazier
GREASE	7307-11	Grease Manufacturing Plant Operator
GREASER	7201-91	Shovel Greaser
	7303-13	Marine Greaser
GREENGROCERY	1501-11	Greengrocery Manager
GREENKEEPER	4803-01	Head Greenkeeper
	4803-11	Greenkeeper
	4803-91	Apprentice Greenkeeper
GRINDER	4503-13	Depositor and Grinder
	7405-11	Metal Dresser and Grinder
	7409-99	Rubber Roller Grinder Operator
GRIP	8999-99	Grip
GROCERY	8105-99	Grocery Packer
GROOM	8201-11	Horse Groom
	8999-11	Animal Groom (except Horse)
GROUND	2505-23	Ground School Instructor
	4211-11	Aircraft Ground Engineer (Engines)
	4211-13	Aircraft Ground Engineer (Airframes)
	4211-15	Aircraft Ground Engineer (Electrical)
	4211-17	Aircraft Ground Engineer (Radio)
	4211-19	Aircraft Ground Engineer (Instruments)
	4211-91	Apprentice Aircraft Ground Engineer
GROUNDSMAN/WOMAN	4803-01	Head Groundsman/woman
	4803-11	Groundsman/woman
GROUP	1319-15	Group Captain
	6601-19	Child Care Group Worker

KEYWORD	CODE	TITLE
GROWER	1401-11	Grain, Oilseed and Pasture Grower
	1401-13	Sugar Cane Grower
	1401-15	Tobacco Grower
	1401-21	Wool Grower
	1401-31	Fruit and Nut Grower
	1401-33	Vegetable Grower
	1401-99	Commercial Flower Grower
	1401-99	Cotton Grower
GROWER'S	8201-99	Oyster Grower's Assistant
GUARD	7499-19	Airfield Defence Guard
	8911-11	Railway Security Guard
	8911-13	Security Guard
	8911-15	Railway Guard
GUARDS	8911-01	Supervisor, Guards and Security Officers
GUIDANCE	2903-13	Educational Guidance Officer
GUIDE	6699-13	Tourist Guide
GUILLOTINE	4203-17	Guillotine Operator (Metal)
	4507-11	Paper Guillotine Operator (Bookbinding)
	7413-19	Veneer Guillotine Operator
GUN	7407-23	Gun Hand (Plastics)
	7499-19	Gun Number
GUNNER	7499-19	Quartermaster Gunner
GUNSMITH	4213-19	Gunsmith
GYNAECOLOGIST	2303-15	Obstetrician and Gynaecologist
HAEMATOLOGIST	2303-37	Haematologist
HAEMATOLOGY	3101-13	Haematology Technician
HAIR	6699-15	Hair Remover
HAIRDRESSER	4927-11	Hairdresser
	4927-91	Apprentice Hairdresser
HAIRDRESSERS	4927-01	Supervisor, Hairdressers
HAIRDRESSING	1599-11	Hairdressing Establishment Managing Supervisor
HAMMERSMITH	4201-11	Hammersmith
HAND	4911-13	Apparel Sample Hand
	7407-21	Powder Hand (Plastics)
	7407-23	Gun Hand (Plastics)
	7429-11	Shoemaking Table Hand
	7499-23	Printing Table Hand
	8199-11	Metal Processing and Finishing Factory Hand
	8199-15	Hardboard Factory Hand
	8199-15	Joinery Factory Hand
	8199-15	Particleboard Factory Hand
	8199-15	Plywood Factory Hand
	8199-15	Wood and Wood Products Factory Hand
	8199-17	Pulp, Papermaking and Paper Products Factory Hand

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
HAND (cont.)	8199-21	Clay Processing Factory Hand
	8199-23	Munitions Factory Hand
	8199-23	Paint Factory Hand
	8199-25	Hand Laminator
	8199-25	Lay-up Hand
	8199-25	Mould Hand (Plastics)
	8199-25	Rubber and Plastics Factory Hand
	8199-27	Fellmongery Hand
	8199-27	Flesher Hand
	8199-27	Tannery Hand
	8199-29	General Hand (Printing)
	8199-29	Newspaper Press General Hand
	8199-41	Baking Factory Hand
	8199-41	Biscuit Factory Hand
	8199-41	Bread Room Hand
	8199-43	Dairy Factory Hand
	8199-47	Fruit and Vegetable Factory Hand
	8201-11	Livestock and Field Crop Farm Hand
	8201-11	Stable Hand
	8201-11	Station Hand
	8201-11	Stud Hand
	8201-13	Fruit, Vegetable and Nut Farm Hand
	8201-15	Shearing Shed Hand
	8201-99	Poultry Farm Hand
	8205-11	Nursery Hand (Horticulture)
	8403-11	Concrete Extra Hand
	8411-11	Survey Hand
	8415-11	Cable Hand
	8415-11	Mine Ventilation Hand
	8907-11	Chiller Hand
	8907-11	Stores Despatch Hand
	8925-11	Barge Hand
	8925-11	Ferry Hand
	8925-11	Tug Hand
	8999-99	Studio Hand
HANDICAPPER	3915-17	Handicapper (Racing)
HANDICRAFTS	2505-99	Handicrafts Teacher (Private)
HANDLER	7299-99	Military Aircraft Handler
	7309-11	Bulk Fluids Handler
	7309-11	Grain Handler
	8199-21	Brick Handler
	8909-11	Freight Handler (Road and Rail)
HANDLERS	8909-01	Supervisor, Freight and Furniture Handlers
HANDLING	7309-01	Supervisor, Bulk Materials Handling Plant Operators
	7309-11	Bulk Materials Handling Plant Operator
HANDS	8199-01	Supervisor, Other Trades Assistants and Factory Hands
	8201-01	Supervisor, Farm Hands and Assistants
HANDYMAN/WOMAN	8999-19	Handyman/woman
HANSARD	5101-15	Court and Hansard Reporter
HARDBOARD	7399-17	Hardboard Plant Operator
	7399-17	Hardboard Press Operator
	8199-15	Hardboard Factory Hand

KEYWORD	CODE	TITLE
HARDENER	7315-13	Case Hardener
	7315-13	Hardener
HARDWARE	1501-11	Hardware Store Manager
	6201-25	Sales Representative (Builders' Hardware)
	6201-31	Sales Representative (Household Goods and Domestic Hardware)
	6301-11	Sales Assistant (Hardware and Gardening Supplies)
HARDWOOD	8203-11	Hardwood Faller
HARVESTER	7209-11	Harvester Operator
HARVESTING	2107-25	Harvesting Manager (Forestry)
HAT	4911-21	Hat Maker
HATCHERY	1401-25	Hatchery Manager
	8201-99	Hatchery Assistant
HAUL	7105-13	Haul Truck Driver
HAULER	7105-13	Log Hauler
HEAD	1101-99	Head of Diplomatic Mission
	1201-11	Head of Government Department
	1313-11	Section Head (Public Service)
	1317-99	Faculty Head
	2503-01	Head of Department (TAFE)
	2503-01	Head of School (TAFE)
	2503-01	Head Teacher (TAFE)
	4803-01	Head Greenkeeper
	4803-01	Head Groundsman/woman
	4805-01	Head Gardener
	6505-01	Head Waiter/Waitress
	7413-11	Head Sawyer
	8903-01	Head Porter
HEADMASTER/MISTRESS	1317-11	Headmaster/mistress
HEALTH	1309-11	Occupational Health and Safety Manager
	2799-11	Health Data Administrator
	3401-13	Maternal and Child Health Nurse
	3401-13	Occupational Health Nurse
	3401-13	Registered Community Health Nurse
	3905-21	Health Inspector
	3905-21	Health Surveyor
	3905-29	Claims Assessor (except Health)
	3905-29	Insurance Assessor (except Health)
	5303-11	Health Insurance Assessor
HEARING	2407-13	Teacher of the Hearing Impaired
HEARTH	7315-11	Open Hearth Furnace Operator
HEAT	3299-11	Heat Metal Technician
	7315-13	Heat Treatment Furnace Operator
HEATING	3205-11	Heating and Ventilating Technical Officer
HEAVY	4103-11	Mechanic (Diesel and Heavy Earthmoving Equipment)
	4103-91	Apprentice Mechanic (Diesel and Heavy Earthmoving Equipment)

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
HEAVY (cont.)	4303-11	Heavy Coil Winder
	7105-13	Heavy Truck Driver
HEEL	7429-11	Heel Builder
HELICOPTER	3301-11	Helicopter Pilot
	3303-25	Helicopter Observer (Rescue)
HELPER	6607-11	Home Helper
	8199-11	Blast Furnace Helper
HELPERS	8921-01	Supervisor, Ward Helpers
HEMSTITCHING	7427-13	Hemstitching Machine Operator
HERBALIST	2399-99	Herbalist
HIDE	3913-13	Hide and Skin Buyer
	3999-37	Hide and Skin Classer
	7423-01	Supervisor, Hide and Skin Processing Machine Operators
	7423-11	Hide and Skin Fleshing Machine Operator
	7423-11	Hide and Skin Processing Machine Operator
	8199-27	Hide and Skin Processing Labourer
HIGH	1101-99	High Commissioner
	1103-13	Justice of the High Court
	2999-99	Clerk of High Court
HIRE	7103-11	Hire Car Driver
HISTOLOGIST	2107-11	Histologist
HISTOPATHOLOGIST	2303-37	Histopathologist
HISTOPATHOLOGY	3101-13	Histopathology Technician
HISTORIAN	2907-15	Economic Historian
	2907-15	Historian
HOE	7209-13	Rotary Hoe Operator
HOGGER	7413-99	Hogger Operator
HOIST	7313-01	Supervisor, Hoist, Winch and Lift Operators
	7313-11	Hoist, Winch and Lift Operator
HOLE	7317-11	Long Hole Drill Operator
HOME	6607-11	Home Companion
	6607-11	Home Helper
	8401-13	Home Improvements Installer
HOME-SCHOOL	2905-13	Home-School Liaison Officer
HOMEOPATH	2399-99	Homeopath
HORSE	1401-27	Horse Breeder
	1401-27	Horse Stud Farmer
	1401-27	Horse Stud Manager
	3915-17	Horse Racing Judge
	4931-11	Horse Breaker
	4931-99	Horse Trainer

KEYWORD	CODE	TITLE
HORSE (cont.)	8201-11	Horse Groom
	8999-11	Animal Groom (except Horse)
HORTICULTURAL	2107-19	Horticultural Scientist
	3103-27	Horticultural Technician
	3103-29	Horticultural Technical Officer
	3905-15	Horticultural Inspector
HORTICULTURE	7209-13	Amenity Horticulture Machine Operator
	8205-11	Nursery Assistant (Horticulture)
	8205-11	Nursery Hand (Horticulture)
HORTICULTURIST	4805-13	Landscape Horticulturist
HOSPITAL	1201-11	Hospital Administrator
	2307-11	Hospital Pharmacist
	5601-15	Hospital Admitting Clerk
	5601-15	Hospital Ward Clerk
	8301-15	Hospital Cleaner
	8921-11	Hospital Orderly
	8921-11	Hospital Porter
	8921-13	Hospital Food Serviceperson
HOST/HOSTESS	6505-01	Dining Room Host/Hostess
HOSTEL	1505-99	Hostel Manager
	6601-17	Hostel Parent
HOTEL	8903-01	Hotel Concierge
	8903-11	Hotel Page
	8999-19	Hotel Useful
	8999-19	Hotel Yardman/woman
HOTEL/MOTEL	1505-11	Hotel/Motel Manager
HOTELIER	1505-11	Hotelier
HOUSE	1505-99	Boarding House Manager
	6601-17	House Parent
HOUSEHOLD	6201-31	Sales Representative (Household Goods and Domestic Hardware)
	6301-17	Sales Assistant (Furniture, Floor Coverings and Household Goods)
HOUSEKEEPER	8915-11	Accommodation and Lodging Housekeeper
	8915-11	Executive Housekeeper
	8915-13	Domestic Housekeeper
HOUSEMAN/MAID	8301-13	Houseman/maid
HOUSING	2603-99	Housing Counsellor
HOVERCRAFT	3305-11	Hovercraft Operator
HUNTER	8299-11	Hunter
HYDRAULIC	3205-13	Hydraulic Controls Technician
	7201-29	Hydraulic Rock Breaker Operator
	7399-11	Surface Hydraulic Fill Operator
HYDRO-ELECTRIC	7301-11	Hydro-electric Station Operator
HYDROFOIL	3305-11	Hydrofoil Operator

KEYWORD	CODE	TITLE
HYDROGRAPHER	3103-17	Hydrographer
HYDROGRAPHIC	2205-13	Hydrographic Surveyor
HYDROLOGICAL	3103-17	Hydrological Technician
HYDROLOGIST	2103-13	Hydrologist
HYDROMETALLURGICAL	2217-11	Hydrometallurgical Engineer
HYDROMETEOROLOGIST	2199-15	Hydrometeorologist
HYDROPONICS	3103-27	Hydroponics Technician
HYGIENE	3905-21	Industrial Hygiene Inspector
HYGIENIST	2999-99	Occupational Hygienist
	3101-15	Dental Hygienist
HYPNOTIST	2817-13	Hypnotist
ICE	7431-25	Ice Confection Maker
ICE-CREAM	7431-25	Ice-Cream Maker
ILLUSTRATOR	2805-19	Illustrator
IMAGE	4503-15	Image Preparer (Printing)
IMMUNOLOGIST	2303-37	Immunologist
IMPAIRED	2407-13	Teacher of the Hearing Impaired
	2407-13	Teacher of the Visually Impaired
IMPERSONATOR	2817-13	Impersonator
IMPORT-EXPORT	1601-11	Import-Export Business Manager
	5503-13	Import-Export Clerk
IMPORTER-EXPORTER	1601-11	Importer-Exporter
IMPROVEMENTS	8401-13	Home Improvements Installer
INCINERATOR	7315-17	Incinerator Plant Operator
INDUSTRIAL	1103-19	Industrial Tribunal Member
	1309-11	Personnel and Industrial Relations Manager
	2217-13	Industrial Metallurgist
	2219-17	Industrial Engineer
	2303-99	Industrial Medicine Specialist
	2307-13	Industrial Pharmacist
	2799-13	Industrial Officer
	2799-13	Industrial Relations Officer
	2805-15	Industrial Designer
	2903-15	Industrial Psychologist
	2999-99	Industrial Registrar
	3905-21	Industrial Hygiene Inspector
	3905-23	Industrial Inspector
	4405-11	Industrial Painter (Structures)
	7305-11	Industrial Gas Production Operator
	8107-11	Industrial Spray Painter
	8301-11	Industrial Cleaner

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KEYWORD	CODE	TITLE
INFANT	2403-11	Infant School Teacher
	3401-13	Infant Welfare Nurse
INFANT-PRIMARY	2403-01	Senior Teacher, Infant-Primary School
INFANTRYMAN	7499-19	Infantryman
INFECTIOUS	2303-41	Infectious Diseases Specialist
INFORMATION	1311-11	Information Systems Manager
	2703-11	Information Officer (Public Relations)
	5601-13	Information Desk Clerk
INJECTION	7407-15	Injection Moulding Machine Operator
INJURIES	2303-39	Spinal Injuries Rehabilitation Specialist
	3401-99	Spinal Injuries Nurse
INKER	7429-11	Inker Machine Operator (Shoemaking)
INQUIRY	3999-99	Inquiry Agent
	5601-13	Inquiry Clerk
	5601-13	Inquiry Officer
INSECT	2107-23	Insect Pathologist
INSEMINATION	3103-31	Artificial Insemination Technician
INSPECTOR	2905-13	School Inspector
	3303-21	Flight Engineer Inspector
	3905-11	Building Inspector
	3905-11	Electrical Installation Inspector
	3905-11	Plumbing and Drainage Inspector
	3905-13	Boilers and Pressure Vessels Inspector
	3905-13	Lifts and Cranes Inspector
	3905-13	Mines Inspector
	3905-13	Safety Inspector
	3905-15	Dairy Produce Inspector
	3905-15	Fish Exports Inspector
	3905-15	Horticultural Inspector
	3905-15	Meat Inspector
	3905-15	Primary Products Inspector
	3905-15	Quarantine Inspector
	3905-15	Sugar Cane Inspector
	3905-17	Locomotive Inspector
	3905-21	Health Inspector
	3905-21	Industrial Hygiene Inspector
	3905-21	Water Quality Inspector
	3905-23	Arbitration Inspector
	3905-23	Industrial Inspector
	3905-25	Boring Inspector
	3905-25	Water Usage Inspector
	3905-31	Bus Inspector
	3905-31	Traffic Inspector
	3905-31	Tram Inspector
	3905-99	Liquor Licensing Inspector
	3905-99	Pest Control Inspector
	3905-99	Pipeline Inspector
	3905-99	Travel Accommodation Inspector
	3905-99	Vermin and Noxious Weeds Inspector
	3905-99	Weights and Measures Inspector

KEYWORD	CODE	TITLE
INSPECTOR (cont.)	5999-99	Parking Inspector
	8109-13	Equipment Assembly Inspector
	8109-13	Quality Control Inspector
	8109-13	Vehicle Assembly Inspector
INSPECTORS	3905-01	Supervisor, Inspectors and Regulatory Officers
INSTALLATION	3905-11	Electrical Installation Inspector
INSTALLER	4311-99	Alarms Installer
	4409-15	Septic Tank Installer
	8401-11	Building Insulation Installer
	8401-13	Awnings Installer
	8401-13	Exterior Cladding Installer
	8401-13	Home Improvements Installer
	8401-13	Security Door Installer
	8401-13	Shower Screen Installer
INSTITUTION	1507-11	Financial Institution Branch Manager
	5301-17	Branch Accountant (Financial Institution)
INSTRUCTOR	2505-19	Driving Instructor
	2505-21	Flying Instructor
	2505-21	Gliding Instructor
	2505-23	Ground School Instructor
	2505-99	Aerobics Instructor
	2505-99	Fitness Instructor
	2505-99	Physical Fitness Instructor
	2505-99	Sports Instructor
INSTRUMENT	2219-99	Military Instrument Engineer
	3201-13	Electrical Instrument Technician
	4213-11	Instrument Fitter
	4213-11	Precision Instrument Maker and Repairer
	4213-11	Scientific Instrument Maker and Repairer
	4303-11	Electrical Instrument Fitter
	4399-99	Electronic Instrument and Control Tradesperson
	4399-99	Electronic Instrument Tradesperson (Complex Systems)
	4925-01	Supervisor, Musical Instrument Makers and Repairers
	4925-91	Apprentice Musical Instrument Maker and Repairer
	4925-99	Musical Instrument Maker
	4925-99	Stringed Instrument Repairer
INSTRUMENTAL	2815-17	Instrumental Musician
INSTRUMENTALIST	2815-17	Instrumentalist
INSTRUMENTATION	3103-11	Chemical Instrumentation Technical Officer
	4399-99	Apprentice Electronic Instrumentation Tradesperson
INSTRUMENTS	3303-19	Airworthiness Surveyor (Electrical and Instruments)
	4211-19	Aircraft Ground Engineer (Instruments)
	4211-19	Aircraft Maintenance Engineer (Instruments)
	4211-19	Aircraft Mechanic (Instruments)
	4211-19	Examiner of Aircraft Instruments
	4211-19	Licensed Aircraft Maintenance Engineer (Instruments)
INSULATION	7399-25	Insulation Cupola Operator
	7399-25	Insulation Maker
	8401-11	Building Insulation Installer

KEYWORD	CODE	TITLE
INSURANCE	3905-29	Insurance Assessor (except Health)
	5303-01	Supervisor, Insurance and Broking Clerks
	5303-11	Health Insurance Assessor
	5303-11	Insurance Clerk
	6103-01	Supervisor, Insurance Brokers and Agents
	6103-11	Insurance Agent
	6103-11	Insurance Underwriter
INTEGRATION	6103-13	Insurance Broker
	2407-11	Integration Teacher
INTELLECTUALLY	2407-13	Teacher of the Intellectually Disabled
	2999-23	Intelligence Officer
INTELLIGENCE	3401-99	Intensive Care Nurse
	2805-17	Interior Designer
	3999-21	Interior Decorator
INTENSIVE	2901-11	International Trade Economist
	2999-19	Interpreter
INTERIOR	3207-15	Photographic Interpreter (Air Force)
	6301-25	Automotive Parts Interpreter
	5999-19	Market Research Interviewer
INTERNATIONAL	5999-19	Survey Interviewer
	5505-11	Inventory Clerk
INTERPRETER	7415-11	Inverform Machine Operator
	3905-19	Customs Investigator
INTERVIEWER	5301-13	Investment Accounting Clerk
	6101-11	Investment Dealer
	6101-99	Investment Adviser
INVENTORY	6101-99	Properties Investment Manager
	5301-13	Invoice Clerk
INVOICE	7401-13	Teemer (Iron and Steel)
	8109-15	Iron Pellet Tester
IRON	7399-29	Irrigation Supervisor
	1401-91	Jackaroo
IRRIGATION	8913-11	Janitor
	4923-11	Jeweller
JACKAROO	4923-91	Apprentice Jeweller
	4923-01	Supervisor, Jewellery and Precious Metalware Tradespersons
JANITOR	4923-91	Apprentice Jewellery and Precious Metalware Tradesperson
	6201-99	Sales Representative (Jewellery and Watches)
JEWELLER	6301-99	Sales Assistant (Watches and Jewellery)
	8103-15	Jewellery Assembler
	8103-15	Jewellery Benchworker
JEWELLERY	4901-11	Jig Maker (Wood)
JIG		

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KEYWORD	CODE	TITLE
JIGMAKER	4101-11	Jigsawmaker (Metal)
JILLAROO	1401-91	Jillaroo
JOCKEY	2819-11	Disc Jockey
	3915-13	Jockey
	3915-91	Apprentice Jockey
JOINER	4401-13	Joiner
	4401-91	Apprentice Carpenter and Joiner
	4401-91	Apprentice Joiner
JOINERS	4401-01	Supervisor, Carpenters and Joiners
JOINERY	4401-13	Joinery Patternmaker
	4401-13	Joinery Setter-out
	8103-17	Joinery Assembler
	8199-15	Joinery Factory Hand
JOINTER	4301-13	Electrical Cable Joiner
	4311-15	Telecommunications Cable Joiner
	4409-11	Pipe Joiner
JOINTER'S	8101-15	Cable Joiner's Assistant
JOURNALIST	2807-13	Radio Journalist
	2807-91	Cadet Journalist
	2807-99	Freelance Journalist
JUDGE	1103-13	Judge
	3915-17	Horse Racing Judge
JUDGE'S	2605-99	Judge's Associate
JUGGLER	2817-13	Juggler
JUICER	7431-15	Fruit and Vegetable Juicer Operator
JUMBO	7317-11	Jumbo Drill Operator
JUNIOR	2403-11	Junior Primary School Teacher
JUSTICE	1103-13	Justice of the High Court
KEEPER	7399-99	Lighthouse Keeper
KELP	8299-99	Kelp and Seagrass Gatherer
KENNELMAN/MAID	8999-11	Kennelman/maid
KETTLEMAN/WOMAN	7315-11	Kettleman/woman
KEY	7405-11	Key Cutter
KEYBOARD	5201-13	Keyboard Operator-Assembler
KILN	7315-01	Supervisor, Furnace and Kiln Operators
	7315-15	Clay Products Kiln Operator
	7315-15	Kiln Operator
	7315-15	Timber Kiln Operator
	8199-21	Kiln Labourer

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KEYWORD	CODE	TITLE
KINDERGARTEN	2401-11	Kindergarten Director
	2401-11	Kindergarten Teacher
	6601-11	Kindergarten Assistant
KITCHENHAND	8919-11	Kitchenhand
KNIFE	7405-11	Knife Sharpener
KNITTING	7409-99	Rubber Knitting Machine Operator
	7425-15	Textile Knitting Machine Operator
KNOCKERDOWN	8199-33	Knockerdown (Abattoir)
LABELLER	7433-99	Machine Labeller
LABORATORY	2109-11	Clinical Laboratory Scientist
	2109-11	Medical Laboratory Scientist
	3101-11	Medical Laboratory Technical Officer
	3101-13	Medical Laboratory Technician
	7435-11	Photographic Laboratory Assistant
LABOUR	2901-11	Labour Economist
LABOURER	8199-11	Metal Processing and Finishing Labourer
	8199-13	Sawmill Labourer
	8199-15	Furniture Manufacturing Labourer
	8199-15	Wood and Wood Products Labourer
	8199-17	Pulp, Papermaking and Paper Products Labourer
	8199-19	Cement and Concrete Plant Labourer
	8199-21	Clay Processing Labourer
	8199-21	Kiln Labourer
	8199-23	Chemical Plant Labourer
	8199-23	Gas Plant Labourer
	8199-25	Rubber and Plastic Products Labourer
	8199-27	Hide and Skin Processing Labourer
	8199-33	Meatworks Labourer
	8199-99	Brushmaking Labourer
	8205-13	Garden Labourer
	8407-11	Earthmoving Labourer
	8409-11	Paving and Surfacing Labourer
	8413-11	Railway Labourer
	8413-11	Tramway Labourer
	8415-11	Mining Labourer
	8415-11	Quarry Labourer
	8415-15	Mineral Ore Processing Labourer
	8415-15	Tailings Dam Labourer
	8499-17	Builder's Labourer
	8499-17	Building Construction Labourer
	8909-15	Wharf Labourer
LABOURERS	8203-01	Supervisor, Forestry Labourers
	8203-03	Supervisor, Logging Labourers
	8409-01	Supervisor, Paving and Surfacing Labourers
	8413-01	Supervisor, Railway Labourers
LADLE	7401-13	Casting Machine and Ladle Operator
LADLEMAN/WOMAN	7401-13	Ladleman/woman (Metals)
LADY/MAN	8919-11	Tea Lady/Man

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KEYWORD	CODE	TITLE
LAGGER	8499-11	Lagger
LAMINATING	7413-23	Wood Laminating Press Operator
	7417-11	Glass Laminating Operator
LAMINATOR	7413-23	Particleboard Laminator Operator
	8199-25	Hand Laminator
LAMPMAN/WOMAN	8999-17	Lampman/woman
LAMPROOM	8999-17	Lamproom Attendant
LAND	2199-11	Land Degradation Analyst
LANDING	8203-15	Landing Operator (Logging)
LANDSCAPE	2201-13	Landscape Architect
	4805-01	Supervisor, Landscape Gardeners
	4805-13	Landscape Gardener
	4805-13	Landscape Horticulturist
	4805-91	Apprentice Landscape Gardener
LANGUAGE	2407-99	Teacher of English as a Second Language
LAPIDARY	3103-17	Lapidary Technician
	4923-13	Lapidary
LASER	2801-99	Laser Artist
LASTER	4915-11	Laster
LATHE	4901-11	Copy Lathe Operator
	4901-13	Wood Turning Lathe Operator
	4921-13	Glass Blowing Lathe Operator
	7413-19	Veneer Lathe and Slicer Operator
LAUNDROMAT	8917-11	Laundromat Attendant
LAUNDRY	1601-99	Laundry Manager
	7499-17	Laundry Machine Operator
	8917-01	Supervisor, Laundry Workers
	8917-11	Laundry Assistant
	8917-11	Laundry Worker
LAW	5907-13	Law Clerk
LAWN	8205-13	Lawn Mower
LAWNMOWER	4601-13	Lawnmower Mechanic
LAY-UP	8199-25	Lay-up Hand
LAYER	4413-11	Terrazzo Floor Layer
	4919-11	Carpet Layer
	7413-21	Plywood Centre Layer
	8403-11	Concrete Slab Layer
LAYERS	4919-01	Supervisor, Carpet Layers
LAYOUT	3999-17	Layout Artist
LEADBURNER	4409-13	Leadburner

KEYWORD	CODE	TITLE
LEADBURNER (cont.)	4409-91	Apprentice Leadburner
LEADER	2807-99	Leader Writer
	2815-11	Band Leader
	3901-17	Youth Leader
	6699-13	Tour Leader
LEADLIGHTER	4925-99	Leadlighter
LEASING	6105-13	Leasing Agent
LEATHER	3999-37	Leather Grader
	4917-01	Supervisor, Other Leather and Canvas Tradespersons
	4917-11	Leather Goods Maker
	4917-91	Apprentice Leather Goods Maker
	4917-91	Apprentice, Other Leather and Canvas Trades
	7423-11	Leather Drying Operator
	7423-11	Leather Finishing Machine Operator
	7423-11	Leather Measuring Operator
	7423-11	Leather Printing Operator
	7423-11	Leather Splitting and Shaving Machine Operator
LECTURER	2501-11	University or CAE Lecturer
LEDGER	5203-11	Ledger Machinist
LEGAL	2605-99	Corporate Legal Officer
	5101-11	Legal Secretary
	5907-13	Legal Clerk
LENS	4999-13	Ophthalmic Lens Surfacers and Fitter
LETTERPRESS	4503-11	Letterpress Plate Maker
	4505-11	Letterpress Printing Machinist
LEVERMAN/WOMAN	7413-99	Leverman/woman
LIAISON	2905-13	Home-School Liaison Officer
LIBRARIAN	2799-11	Medical Record Librarian
	2911-11	Librarian
	5401-11	Computer Tape Librarian
LIBRARY	1399-99	Library Manager
	3999-15	Library Technician
	5401-01	Supervisor, Library and Filing Clerks
	5401-11	Library Assistant
	5401-11	Library Attendant
LIBRETTIST	2809-11	Librettist
LICENSED	1599-99	Licensed Club Manager
	4211-11	Licensed Aircraft Maintenance Engineer (Engines)
	4211-13	Licensed Aircraft Maintenance Engineer (Airframes)
	4211-15	Licensed Aircraft Maintenance Engineer (Electrical)
	4211-17	Licensed Aircraft Maintenance Engineer (Radio)
	4211-19	Licensed Aircraft Maintenance Engineer (Instruments)
LICENSING	3905-99	Liquor Licensing Inspector
LIEUTENANT	1319-15	Flight Lieutenant
	1319-15	Lieutenant (Navy)

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KEYWORD	CODE	TITLE
LIFE	3103-25	Life Science Technical Officer
	3103-27	Life Science Technician
	6103-11	Life Assurance Representative
LIFEGUARD	8911-99	Lifeguard
LIFT	4399-01	Supervisor, Lift Mechanics
	4399-11	Lift Electrician
	4399-11	Lift Mechanic
	7313-01	Supervisor, Hoist, Winch and Lift Operators
	7313-11	Hoist, Winch and Lift Operator
LIFTS	3905-13	Lifts and Cranes Inspector
LIGHT	3903-19	Light Technician
	8103-13	Light Coil Winder
LIGHTHOUSE	7399-99	Lighthouse Keeper
LIGHTING	3299-99	Lighting Design Drafting Officer
	3903-01	Lighting Supervisor
LINE	4211-11	Line Maintenance Aircraft Engineer (Engines)
	4211-13	Line Maintenance Aircraft Engineer (Airframes)
	4311-01	Telecommunications Line Supervisor
	4311-15	Telecommunications Line Serviceman/woman
	4311-91	Telecommunications Line Serviceman/woman-in-Trainin
	4409-13	Gas-main and Line Fitter
	8199-11	Tinning Line Assistant
LINEMAN/WOMAN	4311-15	Radio Lineman/woman
	4311-15	Telecommunications Lineman/woman
	4311-91	Trainee Telecommunications Lineman/woman
LINEMAN/WOMAN-IN-TRAINING	4311-91	Telecommunications Lineman/woman-in-Training
LINEMAN/WOMAN'S	8101-15	Telecommunications Lineman/woman's Assistant
LINEMARKER	7299-99	Road Linemarker
LINEN	8917-11	Linen Sorter
LINER-OFF	4907-11	Metal Liner-off
LINESMAN/WOMAN	3915-19	Linesman/woman (Sport)
	4301-11	Electrical Linesman/woman
	4301-91	Trainee Electrical Linesman/woman
LINESMAN/WOMAN'S	8101-15	Electrical Power Linesman/woman's Assistant
LINGUIST	2907-99	Linguist
LINING	7419-99	Brake Lining Maker
LIQUID	4409-13	Liquid Petroleum Gasfitter
LIQUIDATOR	2701-11	Liquidator
LIQUIDS	7433-11	Liquids Filler
LIQUOR	3905-99	Liquor Licensing Inspector

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KEYWORD	CODE	TITLE
LITHOGRAPHIC	4503-11	Lithographic Plate Preparer
	4505-13	Lithographic Printing Machinist
LIVESTOCK	3913-13	Livestock Buyer
	8201-11	Livestock and Field Crop Farm Hand
LOAD	5503-11	Aircraft Load Controller
LOADER	7201-19	Front-end Loader Operator
	7201-19	Loader Operator (Earthmoving)
	7309-11	Train Loader Operator
LOADING	5503-11	Container Loading Clerk
	7309-01	Supervisor, Fluids Loading and Unloading Plant Operators
LOADMASTER	3303-27	Loadmaster
LOADOUT	8415-15	Screen and Loadout Attendant
LOANS	3999-29	Credit and Loans Analyst
	5301-19	Loans Clerk
	5301-19	Loans Officer
LOCK	7399-29	Lock Master (Water Transport)
LOCKSMITH	4213-15	Locksmith
	4213-91	Apprentice Locksmith
LOCOMOTIVE	3905-17	Locomotive Inspector
	7107-01	Supervisor, Locomotive Drivers
	7107-11	Locomotive Driver
	7107-11	Locomotive Engineman/woman
	7107-11	Underground Locomotive Driver
	7107-91	Assistant Locomotive Driver
	7107-91	Locomotive Observer
	7107-91	Trainee Locomotive Driver
LODGING	8915-11	Accommodation and Lodging Housekeeper
LOFTSMAN/WOMAN	4907-11	Loftsman/woman (Marine)
LOG	7105-13	Log Hauler
	7413-15	Log Preparer
	8203-15	Log Chaser
LOGGER	2103-11	Mud Logger
LOGGING	7205-11	Logging Plant Operator
	8203-03	Supervisor, Logging Labourers
	8203-15	Landing Operator (Logging)
	8203-15	Logging Worker
LONG	7317-11	Long Hole Drill Operator
LONGWALL	7201-23	Longwall Miner Operator
LOOK-OUT	8203-13	Fire Look-out
LOOM	4103-15	Loom Tuner
	7425-99	Needle Loom Operator
LOSS	3905-29	Loss Adjuster

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KEYWORD	CODE	TITLE
LUBRITORIUM	8101-99	Lubritorium Attendant
LUGGAGE	8903-01	Supervisor, Luggage Porters
	8903-11	Luggage Porter
MACHINE	3903-11	Dubbing Machine Operator
	4103-11	Sewing Machine Mechanic
	4103-13	Machine Setter (Metal)
	4103-19	Machine Tool Operator (Metal)
	4103-91	Apprentice Sewing Machine Mechanic
	4203-17	Metal Bending Machine Operator
	4203-17	Sheetmetal Rolling Machine Operator
	4399-13	Amusement Machine Mechanic
	4399-13	Poker Machine Servicer
	4399-13	Vending Machine Servicer
	4901-11	Woodworking Machine Setter
	5201-01	Supervisor, Data Processing Machine Operators
	5201-99	Cryptographic Machine Operator
	5203-01	Supervisor, Bookkeeping Machine Operators
	5203-01	Supervisor, Business Machine Operators
	5203-11	Business Machine Operator
	7201-17	Trench-digging Machine Operator
	7201-23	Continuous Mining Machine Operator
	7201-23	Development Machine Miner
	7209-11	Cotton Picking Machine Operator
	7209-13	Amenity Horticulture Machine Operator
	7299-11	Railway Track Repair Machine Operator
	7401-01	Supervisor, Basic Metal Products Machine Operators
	7401-11	Machine Moulder
	7401-13	Casting Machine and Ladle Operator
	7401-15	Wire Drawing Machine Operator
	7405-11	Forging Machine Operator
	7405-11	Other Metal Products Machine Operators
	7405-11	Springmaking Machine Operator
	7407-01	Supervisor, Plastics Production Machine Operators
	7407-11	Cellular Plastics Machine Setter
	7407-11	Plastics Extruding Machine Setter
	7407-11	Plastics Moulding Machine Setter
	7407-11	Plastics Production Machine Setter
	7407-11	Thermoforming Machine Setter
	7407-13	Plastics Extruding Machine Operator
	7407-15	Blow Moulding Machine Operator
	7407-15	Compression Moulding Machine Operator
	7407-15	Injection Moulding Machine Operator
	7407-15	Plastics Moulding Machine Operator
	7407-15	Rotational Moulding Machine Operator
	7407-15	Thermoforming Machine Operator
	7407-17	Cellular Plastics Machine Operator
	7407-17	Plastics Foam Machine Operator
	7407-21	Plastics Blending Machine Operator
	7409-01	Supervisor, Rubber Production Machine Operators
	7409-11	Tyre Production Machine Operator
	7409-99	Rubber Knitting Machine Operator
	7411-01	Supervisor, Chemical Production Machine Operators
	7411-01	Supervisor, Explosives Production Machine Operators
	7411-01	Supervisor, Pharmaceuticals and Toiletries Production Machine Operators
	7411-11	Granulator Machine Operator
	7411-11	Pharmaceuticals and Toiletries Production Machine Operator
	7411-11	Tablet Making Machine Operator
	7411-13	Explosives Production Machine Operator

KEYWORD	CODE	TITLE
MACHINE (cont.)	7413-01	Supervisor, Plywood Making Machine Operators
	7413-01	Supervisor, Wood Processing Machine Operators
	7413-19	Veneer Production Machine Operator
	7413-19	Veneer Splicing Machine Operator
	7413-21	Plywood Production Machine Operator
	7413-99	Machine Stress Grader Operator
	7415-01	Supervisor, Paper and Paper Products Machine Operators
	7415-11	Fourdrinier Machine Operator
	7415-11	Inverform Machine Operator
	7415-11	Paperboard Machine Operator
	7415-11	Wet End Papermaking Machine Operator
	7415-13	Dry End Papermaking Machine Operator
	7415-15	Carton Making Machine Operator
	7415-15	Paper Products Machine Operator
	7417-01	Supervisor, Glass Production Machine Operators
	7417-11	Glass Production Machine Operator
	7419-01	Supervisor, Clay and Stone Processing Machine Operators
	7419-01	Supervisor, Concrete Products Machine Operators
	7419-01	Supervisor, Fibre Cement Machine Operators
	7419-11	Concrete Pipe Machine Operator
	7419-11	Concrete Products Machine Operator
	7419-13	Clay Products Machine Operator
	7419-13	Clay, Brick and Tile Machine Operator
	7419-15	Stone Processing Machine Operator
	7419-21	Fibre-Cement Machine Operator
	7421-01	Supervisor, Cotton Ginning Machine Operators
	7421-01	Supervisor, Yarn Production Machine Operators
	7421-11	Yarn Carding and Spinning Machine Operator
	7421-11	Yarn Drawing Machine Operator
	7421-11	Yarn Texture Machine Operator
	7423-01	Supervisor, Hide and Skin Processing Machine Operators
	7423-11	Fellmongering Machine Operator
	7423-11	Hide and Skin Fleshing Machine Operator
	7423-11	Hide and Skin Processing Machine Operator
	7423-11	Leather Finishing Machine Operator
	7423-11	Leather Splitting and Shaving Machine Operator
	7423-11	Sammying Machine Operator
	7423-11	Staking Machine Operator
	7423-11	Tanning Machine Operator
	7423-11	Woolpulling Machine Operator
	7425-01	Supervisor, Fabric Production Machine Operators
	7425-11	Warp Machine Operator
	7425-15	Textile Knitting Machine Operator
	7425-17	Bleaching Machine Operator
	7425-17	Textile Dyeing and Finishing Machine Operator
	7425-19	Rope and Cord Making Machine Operator
	7425-99	Fabric Bonding Machine Operator
	7425-99	Tufting Machine Operator
	7427-13	Hemstitching Machine Operator
	7427-13	Pocket Welt Machine Operator
	7429-11	Inker Machine Operator (Shoemaking)
	7429-11	Shoemaking Machine Operator
	7431-01	Supervisor, Food Processing Machine Operators
	7431-11	Grain and Cereal Processing Machine Operator
	7431-11	Stockfeed Milling Machine Operator
	7431-13	Sugar Processing Machine Operator
	7431-15	Soft Drink and Syrup Making Machine Operator (except Dairy)
	7431-17	Alcoholic Beverage Machine Operator
	7431-19	Meat and Fish Processing Machine Operator
	7431-19	Meat By-Products Machine Operator

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
MACHINE (cont.)	7431-19	Smallgoods Machine Operator
	7431-21	Milk Treatment Machine Operator
	7431-99	Food Processing Machine Operators nec
	7431-99	Frozen Food Machine Operator
	7431-99	Fruit and Vegetable Peeling Machine Operator
	7431-99	Pet Food Processing Machine Operator
	7433-01	Supervisor, Packaging Machine Operators
	7433-11	Bottling Machine Operator
	7433-99	Baling and Compression Machine Operator
	7433-99	Food Packaging Machine Operator
	7433-99	Machine Labeller
	7433-99	Strapping Machine Attendant
	7435-01	Supervisor, Photographic Products Machine Operators
	7499-01	Supervisor, Other Machine Operators
	7499-13	Cigarette Making Machine Operator
	7499-13	Tobacco Machine Attendant
	7499-15	Dry Cleaning Machine Operator
	7499-17	Folding Machine Operator
	7499-17	Laundry Machine Operator
	8199-29	Printing Machine Assistant
	8999-15	Poker Machine Attendant
	8999-15	Vending Machine Attendant
MACHINERY	7209-11	Farm Machinery Operator
	7431-19	Fish Plant and Machinery Operator
MACHINIST	4103-13	Aircraft Machinist
	4103-13	Automotive Machinist
	4103-13	Metal Machinist (First Class)
	4103-13	Milling Machinist
	4103-19	Metal Machinist (Second Class)
	4103-21	Metal Machinist (Third Class)
	4103-91	Apprentice Aircraft Machinist
	4103-91	Apprentice Automotive Machinist
	4103-91	Apprentice Fitter, Turner and Machinist
	4103-91	Apprentice Metal Fitter and Machinist
	4505-11	Letterpress Printing Machinist
	4505-13	Lithographic Printing Machinist
	4505-15	Flexographic or Gravure Printing Machinist
	4505-17	Newspaper Press Machinist (Metropolitan)
	4505-19	Small Offset Printing Machinist
	4505-91	Apprentice Printing Machinist
	4901-11	Wood Machinist (A-Grade)
	4901-15	Wood Machinist (B-Grade)
	4901-17	Wood Machinist (C-Grade)
	4901-91	Apprentice Wood Machinist
	5203-11	Accounting Machinist
	5203-11	Ledger Machinist
	7419-15	Stonemasonry Machinist
	7427-11	Buttonhole Machinist
	7427-11	Textile Sewing Machinist (Single Needle)
	7427-13	Textile Sewing Machinist (Multi Needle)
MACHINISTS	4103-01	Supervisor, Metal Fitters and Machinists
	4505-01	Supervisor, Printing Machinists
	4901-01	Supervisor, Wood Machinists and Turners
	7427-01	Supervisor, Textile Sewing Machinists
MACRO-ECONOMIST	2901-11	Macro-economist

KEYWORD	CODE	TITLE
MAGICIAN	2817-13	Magician
MAGISTRATE	1103-15	Magistrate
MAGISTRATE'S	5907-11	Magistrate's Clerk
MAGNETIC	3299-11	Magnetic Testing Technician
MAIL	5201-01	Electronic Mail Controller
	5201-15	Electronic Mail Operator
	5403-01	Supervisor, Mail Sorters
	5403-11	Mail Sorter
	5505-15	Mail Order Clerk
MAILS	5403-01	Overseer (Mails)
MAINTENANCE	2211-11	Electrical Maintenance Engineer
	3201-15	Radio Maintenance Officer
	4103-11	Maintenance Fitter
	4211-01	Supervisor, Aircraft Maintenance Engineers
	4211-11	Aircraft Maintenance Engineer (Engines)
	4211-11	Licensed Aircraft Maintenance Engineer (Engines)
	4211-11	Line Maintenance Aircraft Engineer (Engines)
	4211-13	Aircraft Maintenance Engineer (Airframes)
	4211-13	Licensed Aircraft Maintenance Engineer (Airframes)
	4211-13	Line Maintenance Aircraft Engineer (Airframes)
	4211-15	Aircraft Maintenance Engineer (Electrical)
	4211-15	Licensed Aircraft Maintenance Engineer (Electrical)
	4211-17	Aircraft Maintenance Engineer (Radio)
	4211-17	Licensed Aircraft Maintenance Engineer (Radio)
	4211-19	Aircraft Maintenance Engineer (Instruments)
	4211-19	Licensed Aircraft Maintenance Engineer (Instruments)
	4211-91	Apprentice Aircraft Maintenance Engineer
	8409-11	Road Maintenance Worker
MAITRE	6505-01	Maitre d'Hotel
MAJOR	3999-33	Company Sergeant Major
	3999-33	Regimental Sergeant Major
MAKE-UP	3903-99	Make-up Artist
MAKER	4101-11	Plastic Mould Maker
	4101-11	Press-Tool Maker
	4101-11	Tool and Die Maker
	4205-11	Template Maker
	4205-91	Apprentice Template Maker
	4213-11	Precision Instrument Maker and Repairer
	4213-11	Scientific Instrument Maker and Repairer
	4213-13	Watch and Clock Maker and Repairer
	4213-17	Saw Maker and Repairer
	4213-91	Apprentice Saw Maker and Repairer
	4401-11	Prop and Scenery Maker
	4503-11	Flexographic Plate Maker
	4503-11	Letterpress Plate Maker
	4503-11	Plate Maker(Printing)
	4607-11	Vehicle Body Maker
	4607-91	Apprentice Vehicle Body Maker
	4701-13	Smallgoods Maker
	4701-91	Apprentice Smallgoods Maker
	4703-15	Biscuit Maker

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KEYWORD	CODE	TITLE
MAKER (cont.)	4901-11	Jig Maker (Wood)
	4903-11	Coffin Maker
	4903-11	Custom Furniture Maker
	4905-13	Picture Frame Maker
	4905-17	Cane Furniture Maker
	4905-21	Model Maker
	4905-91	Apprentice Cane Furniture Maker
	4905-91	Apprentice Model Maker
	4911-21	Hat Maker
	4913-13	Bedding and Mattress Maker
	4917-11	Leather Goods Maker
	4917-13	Canvas Goods Maker
	4917-91	Apprentice Canvas Goods Maker
	4917-91	Apprentice Leather Goods Maker
	4923-11	Ring Maker
	4925-91	Apprentice Musical Instrument Maker and Repairer
	4925-99	Musical Instrument Maker
	7305-11	Paint Maker
	7399-25	Insulation Maker
	7411-11	Soap Maker
	7411-11	Suture Maker
	7411-13	Bullet Maker
	7411-13	Fuse Maker
	7411-13	Nitrocellulose Maker
	7411-99	Candle Maker
	7417-11	Glass Maker
	7419-19	Fibrous Plaster Maker
	7419-19	Plasterboard Maker
	7419-99	Abrasive Wheel Maker
	7419-99	Brake Lining Maker
	7431-11	Breakfast Cereal Maker
	7431-11	Pasta Maker
	7431-21	Custard Maker
	7431-21	Dried Milk Products Maker
	7431-21	Yogurt Maker
	7431-23	Margarine Maker
	7431-25	Gelato Maker
	7431-25	Ice Confection Maker
	7431-25	Ice-Cream Maker
	7431-27	Fruit Conserve and Sauce Maker
	7431-99	Vegemite Maker
	7431-99	Yeast Maker
MAKERS	4607-01	Supervisor, Vehicle Body Makers
	4701-01	Supervisor, Smallgoods Makers
	4905-01	Supervisor, Cane Furniture Makers
	4925-01	Supervisor, Musical Instrument Makers and Repairers
MAKING	7411-11	Tablet Making Machine Operator
	7413-01	Supervisor, Plywood Making Machine Operators
	7415-15	Carton Making Machine Operator
	7425-19	Rope and Cord Making Machine Operator
	7431-15	Soft Drink and Syrup Making Machine Operator (except Dairy)
	7499-13	Cigarette Making Machine Operator
MALTSTER	7431-11	Maltster
MAN/WOMAN	3905-99	Utility Man/Woman
MANAGEMENT	1319-15	Commissioned Defence Force Officer (Management)

KEYWORD	CODE	TITLE
MANAGEMENT (cont.)	2799-99	Management Consultant
MANAGER	1201-11	General Manager
	1201-11	Regional Manager
	1301-11	Finance Manager
	1303-11	Advertising Manager
	1303-11	Export Manager
	1303-11	Merchandise Manager
	1303-11	Sales and Marketing Manager
	1305-11	Plant Manager
	1305-11	Production Manager (Manufacturing and Mining)
	1305-11	Quality Control Manager
	1305-11	Works Manager
	1305-13	Studio Manager
	1307-11	Procurement Manager
	1307-11	Purchasing Manager
	1307-11	Shipping Manager
	1307-11	Supply and Distribution Manager
	1307-11	Supply Manager
	1307-11	Transport Manager
	1309-11	Manpower Manager
	1309-11	Occupational Health and Safety Manager
	1309-11	Organisation and Methods Manager
	1309-11	Personnel and Industrial Relations Manager
	1309-11	Training Manager
	1311-11	Data Processing Manager
	1311-11	Information Systems Manager
	1311-11	Operations Manager (Data Processing)
	1311-11	Systems Manager (Data Processing)
	1313-11	Public Policy Manager
	1313-11	Public Service Manager
	1399-11	Engineering Manager
	1399-13	Market Research Manager
	1399-13	Research and Development Manager
	1399-13	Research Manager
	1399-99	Library Manager
	1401-11	Grain, Oilseed and Pasture Farm Manager
	1401-13	Sugar Cane Farm Manager
	1401-15	Tobacco Farm Manager
	1401-17	Beef Cattle Farm Manager
	1401-17	Beef Cattle Station Manager
	1401-19	Dairy Farm Manager
	1401-21	Sheep Farm Manager
	1401-21	Sheep Station Manager
	1401-23	Pig Farm Manager
	1401-25	Hatchery Manager
	1401-25	Poultry Farm Manager
	1401-27	Horse Stud Manager
	1401-29	Mixed Farm Manager
	1401-31	Fruit and Nut Farm Manager
	1401-33	Vegetable Farm Manager
	1401-91	Trainee Farm Manager
	1501-11	Bookshop Manager
	1501-11	Delicatessen Manager
	1501-11	Dry Cleaning Establishment Manager
	1501-11	Greengrocery Manager
	1501-11	Hardware Store Manager
	1501-11	Milk Bar Manager
	1501-11	Newsagency Manager
	1501-11	Service Station Manager

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KEYWORD	CODE	TITLE
MANAGER (cont.)	1501-11	Shop Manager
	1501-11	Supermarket Manager
	1501-11	Take Away Food Outlet Manager
	1503-11	Canteen Manager
	1505-11	Hotel/Motel Manager
	1505-11	Resort Manager
	1505-11	Tavern Manager
	1505-13	Caravan Park Manager
	1505-99	Boarding House Manager
	1505-99	Hostel Manager
	1507-11	Bank Manager
	1507-11	Building Society Manager
	1507-11	Credit Union Manager
	1507-11	Financial Institution Branch Manager
	1599-13	Sports Centre Manager
	1599-17	Real Estate Agency Manager
	1599-99	Beauty Parlour Manager
	1599-99	Licensed Club Manager
	1599-99	Stock and Station Agency Manager
	1599-99	Stockbroking Firm Manager
	1599-99	TAB Manager
	1601-11	Import-Export Business Manager
	1601-13	Building and Construction Manager
	1601-99	Laundry Manager
	2107-25	Forest Manager
	2107-25	Harvesting Manager (Forestry)
	2811-21	Floor Manager (Television)
	2811-21	Stage Manager
	3905-99	Postal Services Field Manager
	6101-99	Properties Investment Manager
	6105-13	Real Estate Property Manager
	6301-01	Sales Department Manager
	6503-01	Bar Manager
MANAGING	1201-11	Managing Director
	1201-11	Managing Editor
	1503-11	Restaurant and Catering Managing Supervisor
	1599-11	Hairdressing Establishment Managing Supervisor
MANICURIST	6699-15	Manicurist
MANPOWER	1309-11	Manpower Manager
MANUAL	5603-11	Manual Assistant (Telecom)
MANUFACTURER	1601-19	Manufacturer
MANUFACTURING	1305-11	Production Manager (Manufacturing and Mining)
	7307-11	Grease Manufacturing Plant Operator
	7435-01	Supervisor, Photographic Film Manufacturing Operators
	7435-13	Photographic Film Manufacturing Operator
	8199-15	Furniture Manufacturing Labourer
MARGARINE	7431-23	Margarine Blender
	7431-23	Margarine Maker
MARINE	1399-99	Marine Engineer Superintendent
	3305-11	Marine Pilot
	3307-11	Marine Engineer
	3307-13	Marine Engineer Surveyor
	3307-15	Marine Surveyor

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KEYWORD	CODE	TITLE
MARINE (cont.)	3307-91	Cadet Marine Engineer
	3307-91	Trainee Marine Engineer
	4907-01	Supervisor, Marine Construction Tradespersons
	4907-11	Loftsman/woman (Marine)
	4907-91	Apprentice Marine Construction Tradesperson
	6609-01	Chief Marine Steward
	6609-13	Marine Steward
	7303-13	Marine Engine and Boiler Operator
MARKER	7303-13	Marine Greaser
MARKER	3103-27	Tree Marker
	8199-11	Metal Processing Marker
MARKET		
	1399-13	Market Research Manager
	1401-33	Market Gardener
	2907-99	Market Research Analyst
	5999-19	Market Research Interviewer
	6101-99	Money Market Dealer
MARKETING		
	1303-11	Sales and Marketing Manager
	2703-11	Marketing Officer
MARRIAGE		
	2603-13	Marriage Counsellor
	6699-99	Marriage Celebrant
MASON	4999-15	Monumental Mason
MASSEUR/MASSEUSE	6699-17	Masseur/Masseuse
MASTER	2999-99	Master of the Court
	3305-11	Dredge Master
	3305-11	Ferry Master
	3305-11	Fishing Vessel Master
	3305-11	Ship's Master
	3305-11	Trawler Master
	3305-11	Tug Master
	3305-15	Master Fisherman/woman
	7317-01	Master Driller
	7399-29	Lock Master (Water Transport)
MASTER/MISTRESS		
	1401-27	Stud Master/Mistress
	1599-21	Railway Station Master/Mistress
MATCHER	4911-17	Fur Matcher
MATE	3305-13	Ship's Mate
MATERIALS		
	2217-15	Materials Engineer
	2217-17	Materials Scientist
	6501-11	Scrap Materials Buyer
	7309-01	Supervisor, Bulk Materials Handling Plant Operators
	7309-11	Bulk Materials Handling Plant Operator
MATERNAL	3401-13	Maternal and Child Health Nurse
MATHEMATICAL	2909-13	Mathematical Statistician
MATHEMATICIAN	2909-11	Mathematician
MATRON	1315-11	Matron

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KEYWORD	CODE	TITLE
MATTRESS	4913-13	Bedding and Mattress Maker
MAYOR/MAYORESS	1101-99	Mayor/Mayoreess
MEASURES	3905-99	Weights and Measures Inspector
MEASURING	7423-11	Leather Measuring Operator
MEAT	1401-25	Chicken Meat Producer
	3905-15	Meat Inspector
	4701-01	Supervisor, Meat Tradespersons
	4701-91	Apprentice Meat Tradesperson
	7431-19	Meat and Fish Processing Machine Operator
	7431-19	Meat By-Products Machine Operator
	7431-19	Meat Mincer Operator
	7431-19	Meat Pickler
	7431-19	Meat Smokehouse Operator
	8105-11	Meat Packer
	8105-11	Meat Wrapper
	8109-11	Meat Grader
	8199-35	Meat Boner and Slicer
	8199-35	Meat Trimmer
MEATWORKS	8199-33	Meatworks Labourer
MECHANIC	4103-11	Mechanic (Diesel and Heavy Earthmoving Equipment)
	4103-11	Plant Mechanic
	4103-11	Sewing Machine Mechanic
	4103-15	Textile Mechanic
	4103-91	Apprentice Mechanic (Diesel and Heavy Earthmoving Equipment)
	4103-91	Apprentice Sewing Machine Mechanic
	4103-91	Apprentice Textile Mechanic
	4211-11	Aircraft Mechanic (Engines)
	4211-13	Airframe Mechanic
	4211-17	Aircraft Mechanic (Radio)
	4211-19	Aircraft Mechanic (Instruments)
	4211-91	Apprentice Aircraft Mechanic
	4307-11	Air-Conditioning Mechanic
	4307-13	Refrigeration Mechanic
	4307-91	Apprentice Refrigeration and Air-Conditioning Mechanic
	4309-11	Electrical Mechanic
	4309-91	Apprentice Electrical Mechanic
	4313-11	Radio Mechanic
	4313-11	Television Mechanic
	4315-11	Business Equipment Mechanic
	4399-11	Lift Mechanic
	4399-13	Amusement Machine Mechanic
	4601-11	Automotive Air-Conditioning Mechanic
	4601-11	Brake Mechanic
	4601-11	Diesel Motor Mechanic
	4601-11	Motor Mechanic
	4601-13	Lawnmower Mechanic
	4601-13	Motorcycle Mechanic
	4601-13	Outboard Motor Mechanic
	4601-13	Small Engine Mechanic
	4601-91	Apprentice Brake Mechanic
	4601-91	Apprentice Diesel Motor Mechanic
	4601-91	Apprentice Motor Mechanic
	4601-91	Apprentice Motorcycle Mechanic
	4601-91	Apprentice Small Engine Mechanic
	4999-11	Dental Mechanic

KEYWORD	CODE	TITLE
MECHANIC (cont.)	4999-13	Optical Mechanic
	4999-29	Armament Mechanic
	4999-91	Apprentice Dental Mechanic
	4999-91	Apprentice Optical Mechanic
	4999-99	Chainsaw Mechanic
	7299-99	Recovery Mechanic (Army)
MECHANIC'S	8101-99	Motor Mechanic's Trades Assistant
MECHANICAL	2213-11	Chief Mechanical Engineer
	2213-11	Mechanical Engineer
	3205-11	Mechanical Engineering Associate
	3205-11	Mechanical Engineering Design Draftsperson
	3205-11	Mechanical Engineering Drafting Officer
	3205-11	Mechanical Engineering Technical Officer
	3205-13	Mechanical Detail Draftsperson
	3205-13	Mechanical Engineering Drafting Assistant
	3205-13	Mechanical Engineering Technician
	7201-23	Mechanical Bogger Operator
MECHANICS	4307-01	Supervisor, Refrigeration and Air-Conditioning Mechanics
	4309-01	Supervisor, Electrical Mechanics
	4399-01	Supervisor, Lift Mechanics
	4601-01	Supervisor, Vehicle Mechanics
MEDIA	1305-13	Producer (Media)
	2703-11	Media Officer
MEDICAL	1201-11	Medical Superintendent
	2109-11	Medical Laboratory Scientist
	2109-13	Medical Physicist
	2301-11	General Medical Practitioner
	2303-99	Medical Oncologist
	2321-11	Medical Diagnostic Radiographer
	2321-13	Medical Therapeutic Radiographer
	2799-11	Medical Record Administrator
	2799-11	Medical Record Librarian
	3101-11	Medical Laboratory Technical Officer
	3101-13	Medical Laboratory Technician
	6201-15	Sales Representative (Medical, Dental and Veterinary Equipment)
MEDICINE	2303-23	Nuclear Medicine Specialist
	2303-39	Specialist in Rehabilitation Medicine
	2303-99	Industrial Medicine Specialist
	2303-99	Occupational Medicine Specialist
	2321-15	Nuclear Medicine Technologist
	2399-99	Chinese Medicine Specialist
MELT	7417-11	Glass Melt Operator
MELTHOUSE	7431-13	Sugar Melthouse Attendant
MEMBER	1101-11	Member of Parliament
	1103-17	Administrative Appeals Tribunal Member
	1103-19	Industrial Tribunal Member
MENDER	7425-21	Textile Products Mender
MENTAL	3401-17	Registered Mental Retardation Nurse
MERCHANDISE	1303-11	Merchandise Manager

KEYWORD	CODE	TITLE
MERCHANT	3305-11	Merchant Ship's Captain
	6501-11	Scrap Merchant
MESS	1503-11	Mess Supervisor (Defence Forces)
MESSENGER	5605-11	Messenger
MESSENGERS	5605-01	Supervisor, Messengers and Delivery Officers
METAL	3299-11	Heat Metal Technician
	4101-11	Jigmaker (Metal)
	4103-01	Supervisor, Metal Fitters and Machinists
	4103-13	Machine Setter (Metal)
	4103-13	Metal Machinist (First Class)
	4103-13	Radial Driller (Metal)
	4103-19	Machine Tool Operator (Metal)
	4103-19	Metal Machinist (Second Class)
	4103-21	Metal Machinist (Third Class)
	4103-91	Apprentice Metal Fitter and Machinist
	4203-01	Supervisor, Metal Spinners
	4203-15	Metal Spinner
	4203-17	Guillotine Operator (Metal)
	4203-17	Metal Bending Machine Operator
	4203-91	Apprentice Metal Spinner
	4205-11	Metal Fabricator
	4205-11	Metal Fabricator-Welder
	4205-13	Structural Metal Fabricator
	4205-91	Apprentice Metal Fabricator
	4207-01	Supervisor, Metal Casting Tradespersons
	4207-11	Metal Casting Patternmaker
	4207-13	Metal Moulder
	4207-91	Apprentice Metal Casting Patternmaker
	4207-91	Apprentice Metal Casting Tradesperson
	4209-01	Supervisor, Metal Finishing Tradespersons
	4209-11	Metal Polisher
	4209-15	Metal Plater
	4209-91	Apprentice Metal Finishing Tradesperson
	4209-91	Apprentice Metal Polisher
	4213-01	Supervisor, Precision Metal Tradespersons
	4213-91	Apprentice Precision Metal Tradesperson
	4907-11	Metal Liner-off
	4923-15	Precious Metal Smith
	7399-13	Metal Roller
	7399-13	Metal Rolling Mill Operator
	7401-01	Supervisor, Basic Metal Products Machine Operators
	7401-13	Metal Pourer
	7401-17	Metal Extrusion Press Operator
	7403-11	Metal Press Operator
	7405-11	Metal Dresser and Grinder
	7405-11	Metal Sprayer
	7405-11	Other Metal Products Machine Operators
	8101-11	Metal Forger's Assistant
	8101-11	Metal Moulder's Assistant
	8101-11	Metal Trades Assistant
	8103-11	Metal and Metal Products Assembler
	8103-11	Metal Window Assembler
	8109-13	Metal Products Viewer
	8199-11	Metal Dipper
	8199-11	Metal Processing and Finishing Factory Hand
	8199-11	Metal Processing and Finishing Labourer

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KEYWORD	CODE	TITLE
METAL (cont.)	8199-11	Metal Processing Marker
METAL-INERT-GAS	4205-19	Metal-Inert-Gas Welder
METALLOGRAPHER	2217-13	Metallographer
METALLURGICAL	2217-15	Metallurgical Engineer
	3299-11	Metallurgical Technician
METALLURGIST	2217-11	Extractive Metallurgist
	2217-11	Primary Metallurgist
	2217-13	Industrial Metallurgist
	2217-13	Physical Metallurgist
	2217-13	Quality Control Metallurgist
	2217-13	Radiological Metallurgist
	2217-13	Secondary Metallurgist
METALS	7315-11	Metals Furnace Operator
	7401-13	Ladleman/woman (Metals)
METALWARE	4923-01	Supervisor, Jewellery and Precious Metalware Tradespersons
	4923-91	Apprentice Jewellery and Precious Metalware Tradesperson
METEOROLOGICAL	3103-15	Meteorological Technical Officer
	3103-17	Meteorological Observer
METEOROLOGIST	2199-15	Meteorologist
	2199-15	Research Meteorologist
METER	5999-11	Meter Reader
	5999-11	Meter Records Clerk
	8999-99	Parking Meter Collector
METHODS	1309-11	Organisation and Methods Manager
	2219-17	Methods Engineer
	2799-15	Organisation and Methods Analyst
METROPOLITAN	4505-17	Newspaper Press Machinist (Metropolitan)
MICROBIOLOGIST	2107-99	Microbiologist
	2303-37	Clinical Microbiologist
MICROBIOLOGY	3101-13	Clinical Microbiology Technician
	3103-25	Microbiology Technical Officer
MICROFICHE	7435-11	Microfiche Reproduction Operator
MICROPHONE	3903-99	Microphone Boom Operator
MIDSHIPMAN	1319-91	Midshipman
MIDWIFE	3401-15	Registered Midwife
MILITARY	1307-11	Military Supply Officer
	2219-99	Military Armament Engineer
	2219-99	Military Instrument Engineer
	2903-15	Military Psychologist
	2999-99	Military Personnel Selection Assessor
	3303-25	Aircraft Crewman/woman (Military and Rescue)
	3999-33	Military Disciplinary Supervisor
	4999-29	Military Explosives Technician
	6699-99	Military Steward

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KEYWORD	CODE	TITLE
MILITARY (cont.)	7299-99	Military Aircraft Handler
	7499-19	Military Weapons Operator
MILK	1501-11	Milk Bar Manager
	6501-13	Milk Vendor
	7431-21	Dried Milk Products Maker
	7431-21	Milk Treatment Machine Operator
	8109-11	Milk and Cream Grader
	8199-43	Milk Processing Worker
MILL	7303-11	Sugar Mill Engine Driver
	7399-13	Metal Rolling Mill Operator
	7399-13	Rolling Mill Assistant
MILLER	4799-11	Miller
	4799-11	Stockfeed Miller
	4799-93	Trainee Miller
MILLERS	4799-01	Supervisor, Millers
MILLINER	4911-21	Milliner
MILLING	4103-13	Milling Machinist
	7431-11	Stockfeed Milling Machine Operator
MIME	2817-99	Mime
MINCER	7431-19	Meat Mincer Operator
MINDER	6601-15	Child Minder
MINE	3299-99	Mine Deputy
	3299-99	Mine Undermanager
	3299-99	Mine Ventilation Officer
	7313-11	Mine Cage Attendant
	8415-11	Mine Sampler
	8415-11	Mine Ventilation Hand
MINER	4909-13	Stope Miner
	7201-23	Development Machine Miner
	7201-23	Longwall Miner Operator
	8415-11	Opal Miner
	8415-11	Salvage Miner
MINERAL	3103-17	Mineral Separation Technician
	7399-11	Mineral Ore Treating Plant Operator
	8415-15	Mineral Ore Processing Labourer
MINES	3905-13	Mines Inspector
MINING	1305-11	Production Manager (Manufacturing and Mining)
	2215-11	Chief Mining Engineer
	2215-11	Mining Engineer (except Petroleum)
	3299-99	Mining Detail Draftsperson
	3299-99	Mining Technician
	7201-01	Shift Boss (Mining)
	7201-21	Mining Shovel Operator
	7201-21	Open Cut Mining Plant Operator
	7201-23	Continuous Mining Machine Operator
	8415-11	Mining Labourer
	8415-11	Roof Bolter (Mining)

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KEYWORD	CODE	TITLE
MINING (cont.)	8415-11	Timberman/woman (Mining)
MINISTER	1101-11	Government Minister
	1101-11	Prime Minister
	2607-11	Minister of Religion
	2607-11	Student Minister
MISSION	1101-99	Head of Diplomatic Mission
MIXED	1401-29	Mixed Farm Manager
	1401-29	Mixed Farmer
MIXER	3903-11	Re-recording Mixer
	3903-11	Sound Mixer
	3903-15	Vision Mixer
	7105-13	Concrete Mixer Driver
	7411-13	Explosives Mixer Operator
	7431-15	Soft Drink Mixer
MIXING	3903-11	Dubbing Projectionist (Sound Mixing)
MODEL	4905-21	Model Maker
	4905-91	Apprentice Model Maker
	6599-99	Model
MOLECULAR	2107-15	Molecular Biologist
MONEY	6101-99	Money Market Dealer
	8999-99	Public Telephone Money Collector
MONKEY	4909-11	Powder Monkey
MONKEY'S	8101-99	Powder Monkey's Assistant
MONUMENTAL	4999-15	Monumental Mason
MORPHOLOGIST	2107-11	Animal Morphologist
	2107-19	Plant Morphologist
MORTARMAN	7499-19	Mortarman
MORTICIAN	6699-11	Mortician
MOSAIC	4413-11	Mosaic Tiler
MOTHERCRAFT	6603-11	Mothercraft Nurse
MOTHERHOOD	6603-11	Motherhood Nurse
MOTION	3903-13	Motion Picture Camera Operator
	4999-17	Motion Picture Projectionist
MOTOR	3307-11	Motor Vessel Engineer Officer
	4601-11	Diesel Motor Mechanic
	4601-11	Motor Mechanic
	4601-13	Outboard Motor Mechanic
	4601-91	Apprentice Diesel Motor Mechanic
	4601-91	Apprentice Motor Mechanic
	6301-19	Sales Assistant (Caravans and Motor Vehicles)
	8101-99	Motor Mechanic's Trades Assistant
	8301-21	Motor Vehicle Cleaner

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
MOTORCYCLE	4601-13	Motorcycle Mechanic
	4601-91	Apprentice Motorcycle Mechanic
MOTORMAN/WOMAN	7303-11	Motorman/woman (Fluids Drilling)
MOULD	4101-11	Plastic Mould Maker
	8199-25	Mould Hand (Plastics)
	8199-31	Glass Mould Cleaner
MOULDER	4207-13	Metal Moulder
	4207-13	Moulder and Coremaker
	4207-91	Apprentice Moulder and Coremaker
	7401-11	Machine Moulder
	7411-11	Toiletries Moulder and Compressor
	7413-99	Sawmill Moulder Operator
	7419-11	Concrete Pre-cast Moulder
	7419-21	Fibre-Cement Moulder
MOULDER'S	8101-11	Metal Moulder's Assistant
MOULDING	7407-11	Plastics Moulding Machine Setter
	7407-15	Blow Moulding Machine Operator
	7407-15	Compression Moulding Machine Operator
	7407-15	Injection Moulding Machine Operator
	7407-15	Plastics Moulding Machine Operator
	7407-15	Rotational Moulding Machine Operator
MOWER	8205-13	Lawn Mower
MUD	2103-11	Mud Logger
	2215-13	Mud Engineer
MUFFLER	8923-11	Muffler Fitter
MULTI	7427-13	Textile Sewing Machinist (Multi Needle)
MULTI-CULTURAL	2407-99	Teacher of Multi-cultural Studies
MUNICIPAL	2209-11	Municipal Engineer
MUNITIONS	8199-23	Munitions Factory Hand
MUSEUM	3999-13	Museum and Art Gallery Technician
MUSIC	2505-13	Music Teacher (Private)
	2815-11	Music Director
	2815-99	Music Arranger
	2815-99	Music Copyist
MUSICAL	4925-01	Supervisor, Musical Instrument Makers and Repairers
	4925-91	Apprentice Musical Instrument Maker and Repairer
	4925-99	Musical Instrument Maker
	6201-99	Sales Representative (Musical Goods)
	6301-99	Sales Assistant (Musical Equipment and Supplies)
MUSICIAN	2815-17	Instrumental Musician
MUSTERER	8201-11	Musterer
MYCOLOGICAL	3103-27	Mycological Technician

KEYWORD	CODE	TITLE
NANNY	6601-99	Nanny
NATUROPATH	2399-99	Naturopath
NAVAL	1201-11	Naval ranks above and including Commodore
	2219-15	Naval Architect
NAVIGATING	3305-13	Ship's Navigating Officer
NAVIGATOR	3303-23	Aircraft Navigator
NAVY	1319-15	Lieutenant (Navy)
	3303-23	Observer (Navy)
	3305-13	Seaman Officer (Navy)
	7499-19	Fire Controller (Navy)
NEEDLE	7425-99	Needle Loom Operator
	7427-11	Textile Sewing Machinist (Single Needle)
	7427-13	Textile Sewing Machinist (Multi Needle)
NEGATIVE	7435-11	Negative Producer and Cutter
NEIGHBOURHOOD	3901-11	Neighbourhood Centre Coordinator
NEPHROLOGIST	2303-99	Nephrologist
NEUROANATOMIST	2107-11	Neuroanatomist
NEUROLOGIST	2303-99	Neurologist
NEUROPHYSIOLOGICAL	3101-99	Neurophysiological Technician
NEUROPSYCHOLOGIST	2903-11	Neuropsychologist
NEUROSURGEON	2303-35	Neurosurgeon
NEUROSURGICAL	3401-99	Neurosurgical Nurse
NEWS	2807-01	News Editor
	2807-13	News Correspondent
	2807-13	Roundsman/woman (News)
NEWSAGENCY	1501-11	Newsagency Manager
NEWSBOY/GIRL	6501-17	Newsboy/girl
NEWSPAPER	4505-17	Newspaper Press Machinist (Metropolitan)
	8199-29	Newspaper Press General Hand
NEWSPAPERS	6301-21	Sales Assistant (Stationery, Newspapers and Books)
NIGHT	8911-13	Night Watchman/woman
NITROCELLULOSE	7411-13	Nitrocellulose Maker
NON-DESTRUCTIVE	3299-11	Non-Destructive Testing Technician
NOSE	2303-31	Ear, Nose and Throat Specialist
NOVELIST	2809-11	Novelist
NOXIOUS	3905-99	Vermin and Noxious Weeds Inspector

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KEYWORD	CODE	TITLE
NUCLEAR	2303-23	Nuclear Medicine Specialist
	2321-15	Nuclear Medicine Technologist
NUMBER	5503-99	Railway Number Taker
	7499-19	Gun Number
NURSE	1315-11	Nurse Administrator
	2505-25	Clinical Nurse Teacher
	2505-25	Nurse Educator
	3401-01	Charge Nurse
	3401-11	Registered General Nurse
	3401-13	Domiciliary Nurse
	3401-13	Infant Welfare Nurse
	3401-13	Maternal and Child Health Nurse
	3401-13	Occupational Health Nurse
	3401-13	Registered Community Health Nurse
	3401-17	Registered Mental Retardation Nurse
	3401-19	Registered Psychiatric Nurse
	3401-91	Student Registered Nurse
	3401-91	Student Registered Psychiatric Nurse
	3401-99	Coronary Care Nurse
	3401-99	Geriatric Care Nurse
	3401-99	Intensive Care Nurse
	3401-99	Neurosurgical Nurse
	3401-99	Oncological Nurse
	3401-99	Operating Theatre Nurse
	3401-99	Paediatric Nurse
	3401-99	Spinal Injuries Nurse
	6603-11	Enrolled Nurse
	6603-11	Mothercraft Nurse
	6603-11	Motherhood Nurse
	6603-91	Student Enrolled Nurse
	6605-11	Dental Nurse
	8921-15	Nurse Attendant
	8999-23	Animal Nurse
	8999-23	Veterinary Nurse
NURSERY	4801-01	Supervisor, Plant Nursery
	6601-15	Children's Nursery Assistant
	8205-11	Nursery Assistant (Horticulture)
	8205-11	Nursery Hand (Horticulture)
NURSERYMAN/WOMAN	4801-11	Nurseryman/woman
	4801-91	Apprentice Nurseryman/woman
NURSERYMEN/WOMEN	4801-01	Supervisor, Nurserymen/women
NURSES'	6603-11	Nurses' Aide
NURSING	1315-11	Director of Nursing
	1315-11	Nursing Superintendent
	3401-01	Nursing Supervisor
	8921-15	Nursing Assistant
NUT	1401-31	Fruit and Nut Farm Manager
	1401-31	Fruit and Nut Grower
	8201-13	Fruit, Vegetable and Nut Farm Hand
	8201-13	Fruit, Vegetable and Nut Picker
NUTRITIONIST	2107-23	Animal Nutritionist
	2399-13	Nutritionist

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KEYWORD	CODE	TITLE
OBSERVER	3103-17	Gravity Prospecting Observer
	3103-17	Meteorological Observer
	3103-17	Seismic Prospecting Observer
	3303-23	Observer (Navy)
	3303-25	Air Observer (Rescue)
	3303-25	Helicopter Observer (Rescue)
	7107-91	Locomotive Observer
OBSTETRICIAN	2303-15	Obstetrician and Gynaecologist
OCCUPATIONAL	1309-11	Occupational Health and Safety Manager
	2303-99	Occupational Medicine Specialist
	2309-11	Occupational Therapist
	2903-15	Occupational Psychologist
	2999-99	Occupational Hygienist
	3401-13	Occupational Health Nurse
OCEANOGRAPHER	2103-13	Physical Oceanographer
OENOLOGIST	2999-99	Oenologist
OFFAL	8199-33	Offal Separator
OFFICE	4315-01	Supervisor, Office Equipment and Computer Servicers
	4315-11	Office Equipment Servicer
	4315-91	Apprentice Office Equipment and Computer Servicer
	4315-91	Trainee Office Equipment and Computer Servicer
	5101-01	Supervisor, Office Secretaries and Stenographers
	5101-11	Office Secretary
	5101-13	Office Stenographer
	5905-13	Employment Office Clerk
	6301-21	Sales Assistant (Office Supplies)
	6301-99	Sales Assistant (EDP and Office Equipment)
	6403-13	Office Cashier
	8301-13	Office Cleaner
OFFICER	1307-11	Military Supply Officer
	1319-11	Commissioned Police Officer
	1319-13	Commissioned Fire Officer
	1319-15	Commissioned Defence Force Officer (Management)
	1319-91	Officer Cadet
	1319-91	Trainee Officer (Defence Forces)
	2107-27	Agricultural Extension Officer
	2605-99	Corporate Legal Officer
	2607-11	Salvation Army Officer
	2703-11	Information Officer (Public Relations)
	2703-11	Marketing Officer
	2703-11	Media Officer
	2703-11	Press Officer
	2703-11	Promotions Officer
	2703-11	Public Relations Officer
	2703-11	Publicity Officer
	2705-11	Employment Officer
	2705-11	Equal Employment Officer
	2705-11	Personnel Officer
	2705-11	Recruitment Officer
	2705-13	Training Officer
	2705-15	Staff Development Officer
	2799-13	Industrial Officer
	2799-13	Industrial Relations Officer
	2799-15	Work Study Officer

KEYWORD	CODE	TITLE
OFFICER (cont.)	2811-13	Casting Officer
	2903-13	Educational Guidance Officer
	2905-11	Curriculum Development Officer
	2905-13	Education Officer
	2905-13	Home-School Liaison Officer
	2999-17	Activities Officer
	2999-17	Recreation Officer
	2999-23	Intelligence Officer
	3101-11	Medical Laboratory Technical Officer
	3103-11	Chemical Instrumentation Technical Officer
	3103-11	Chemical Research Technical Officer
	3103-11	Chemistry Technical Officer
	3103-15	Earth Science Technical Officer
	3103-15	Geology Technical Officer
	3103-15	Geophysical Technical Officer
	3103-15	Meteorological Technical Officer
	3103-15	Soils Science Technical Officer
	3103-19	Optics Technical Officer
	3103-19	Physics Technical Officer
	3103-19	Spectroscopic Technical Officer
	3103-23	Dyeing and Finishing Technical Officer
	3103-23	Fabric Design Technical Officer
	3103-23	Textiles Technical Officer
	3103-25	Biology Technical Officer
	3103-25	Botany Technical Officer
	3103-25	Ecological Technical Officer
	3103-25	Fisheries Technical Officer
	3103-25	Forestry Technical Officer
	3103-25	Life Science Technical Officer
	3103-25	Microbiology Technical Officer
	3103-25	Zoology Technical Officer
	3103-29	Agricultural Technical Officer
	3103-29	Cereals Technical Officer
	3103-29	Horticultural Technical Officer
	3201-11	Electrical Engineering Drafting Officer
	3201-11	Electrical Engineering Technical Officer
	3201-11	Relays Drafting Officer
	3201-15	Aircraft Electronics Technical Officer
	3201-15	Communications and Data Systems Drafting Officer
	3201-15	Communications Engineering Technical Officer
	3201-15	Control Systems Drafting Officer
	3201-15	Digital Controls Technical Officer
	3201-15	Electronics Engineering Drafting Officer
	3201-15	Electronics Engineering Technical Officer
	3201-15	Process Control Technical Officer
	3201-15	Radio Maintenance Officer
	3201-15	Telecommunications Technical Officer
	3203-11	Civil Engineering Drafting Officer
	3203-11	Civil Engineering Technical Officer
	3203-11	Sewage Reticulation Drafting Officer
	3203-11	Structural Engineering Drafting Officer
	3205-11	Air-Conditioning Drafting Officer
	3205-11	Heating and Ventilating Technical Officer
	3205-11	Mechanical Engineering Drafting Officer
	3205-11	Mechanical Engineering Technical Officer
	3207-13	Architectural Drafting Officer
	3207-13	Architectural Technical Officer
	3207-15	Engineering Survey Drafting Officer
	3207-15	Topographic Drafting Officer
	3299-99	Aeronautical Engineering Technical Officer

KEYWORD	CODE	TITLE
OFFICER (cont.)	3299-99	Airframe Technical Officer
	3299-99	Lighting Design Drafting Officer
	3299-99	Mine Ventilation Officer
	3299-99	Production Planning Officer (Engineering)
	3299-99	Shipbuilding Design Drafting Officer
	3299-99	Welding Technical Officer
	3303-13	Flight Service Officer
	3303-93	Trainee Flight Service Officer
	3303-99	Air Defence Officer
	3305-13	Seaman Officer (Navy)
	3305-13	Ship's Navigating Officer
	3305-13	Ship's Officer
	3305-91	Cadet Deck Officer
	3307-11	Motor Vessel Engineer Officer
	3307-11	Ship's Engineer Officer
	3501-13	Plain Clothes Police Officer
	3901-11	Community Development Officer
	3901-13	Parole Officer
	3901-13	Probation Officer
	3901-15	Welfare Officer
	3901-17	Youth Officer
	3905-19	Customs Examining Officer
	3905-25	Stream Control Officer
	3905-27	Corporate Safety Officer
	3905-99	Fisheries and Wildlife Officer
	3909-11	Ambulance Officer
	3911-01	Chief Prison Officer
	3911-11	Prison Officer
	3913-11	Purchasing Officer
	3913-11	Supply Officer
	3999-33	Disciplinary Warrant Officer
	3999-33	Warrant Officer Coxswain
	5301-19	Credit Officer
	5301-19	Loans Officer
	5601-13	Customer Service Officer
	5601-13	Inquiry Officer
	5907-99	Sheriff's Officer
	5907-99	Trust Officer
	5909-13	Postal Officer
	6101-99	Corporate Finance Officer
	6405-11	Airline Traffic Officer (Passenger Services)
	6507-13	Tourist Officer
	7211-11	Fire Prevention Officer
	8911-11	Railway Patrol Officer
	8911-13	Protective Service Officer
	8911-13	Security Officer
	8911-13	Security Patrol Officer
	8999-99	First Aid Officer
OFFICERS	3905-01	Supervisor, Inspectors and Regulatory Officers
	5605-01	Supervisor, Messengers and Delivery Officers
	8911-01	Supervisor, Guards and Security Officers
OFFICIAL	2799-13	Trade Union Official
	3915-17	Racecourse Official
OFFSET	4505-19	Small Offset Printing Machinist
OFFSHORE	4999-21	Offshore Diver

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KEYWORD	CODE	TITLE
OFFSIDER	8415-13	Driller's Offsider
	8415-13	Well Treatment Offsider
	8909-17	Truck Driver's Offsider
OIL	2215-13	Oil and Gas Drilling Engineer
	7307-01	Supervisor, Oil and Gas Well Treatment Operators
	7307-01	Supervisor, Oil, Gas and Pipe Testing Operators
	7307-13	Oil and Gas Well Treatment Operator
	7307-13	Oil Well Cementer
	7307-15	Oil and Gas Production Testing Operator
	7307-15	Oil, Gas and Pipe Tester
	7399-17	Oil Tempering Operator
OILER	7201-91	Dragline Oiler
	7201-91	Shovel Oiler
OILSEED	1401-11	Grain, Oilseed and Pasture Farm Manager
	1401-11	Grain, Oilseed and Pasture Grower
	7399-99	Oilseed Processing Operator
OLERICULTURIST	1401-33	Olericulturist
OMBUDSMAN/WOMAN	1201-11	Ombudsman/woman
ONCOLOGICAL	3401-99	Oncological Nurse
ONCOLOGIST	2303-23	Radiation Oncologist
	2303-35	Surgical Oncologist
	2303-99	Medical Oncologist
ONSHORE	4999-23	Onshore Diver
OPAL	4923-13	Opal Polisher
	8415-11	Opal Miner
OPEN	7201-21	Open Cut Mining Plant Operator
	7315-11	Open Hearth Furnace Operator
OPENER	8199-39	Oyster Opener
OPERA	2815-13	Concert and Opera Singer
OPERATING	3401-99	Operating Theatre Nurse
OPERATIONS	1311-11	Operations Manager (Data Processing)
	2909-11	Operations Research Analyst
	3903-01	Supervising Technician, Radio Operations
	3903-01	Supervising Technician, TV Production Operations
OPERATOR	3305-11	Hovercraft Operator
	3305-11	Hydrofoil Operator
	3903-11	Audio Operator
	3903-11	Dubbing Machine Operator
	3903-13	Motion Picture Camera Operator
	3903-15	Telecine Operator
	3903-15	Television Camera Operator
	3903-15	Television Equipment Operator
	3903-17	Broadcast Transmitter Operator
	3903-99	Microphone Boom Operator
	3999-11	Radio Operator
	3999-99	Radar Operator

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KEYWORD	CODE	TITLE
OPERATOR (cont.)	3999-99	Sonar Operator
	4103-19	Machine Tool Operator (Metal)
	4203-17	Guillotine Operator (Metal)
	4203-17	Metal Bending Machine Operator
	4203-17	Sheetmetal Rolling Machine Operator
	4205-19	Gas-shielded Arc Welding Operator
	4503-15	Electronic Scanner Operator (Printing)
	4503-15	Process Camera Operator (Printing)
	4507-11	Paper Guillotine Operator (Bookbinding)
	4901-11	Automatic Profile Sander Operator
	4901-11	Copy Lathe Operator
	4901-11	Double-End Tenoner Operator
	4901-11	Edge Bander Operator
	4901-11	Panel Saw Operator
	4901-13	Wood Turning Lathe Operator
	4921-13	Glass Blowing Lathe Operator
	5105-11	Word Processing Operator
	5201-11	Computer Console Operator
	5201-11	Computer Operator
	5201-13	Data Entry Operator
	5201-13	Data Processing Operator
	5201-13	Remote Computer Terminal Operator
	5201-13	Verifier Operator
	5201-13	Visual Display Unit Operator
	5201-15	Data Transceiver Operator
	5201-15	Electronic Mail Operator
	5201-99	Cryptographic Machine Operator
	5203-11	Business Machine Operator
	5603-11	Phonogram Operator
	5603-11	Switchboard Operator
	5603-11	Telephone Operator
	6101-11	Trading Floor Operator (Stock Exchange)
	6403-11	Checkout Operator
	6403-11	Service Station Console Operator
	7201-11	Bulldozer Operator
	7201-13	Scraper Operator (Earthmoving)
	7201-15	Back-hoe Operator
	7201-17	Trench-digging Machine Operator
	7201-19	Bobcat Operator
	7201-19	Front-end Loader Operator
	7201-19	Loader Operator (Earthmoving)
	7201-21	Bucketwheel Excavator Operator
	7201-21	Dragline Operator
	7201-21	Mining Shovel Operator
	7201-21	Open Cut Mining Plant Operator
	7201-23	Continuous Mining Machine Operator
	7201-23	Longwall Miner Operator
	7201-23	Mechanical Bogger Operator
	7201-23	Underground Plant Operator
	7201-23	Underground Truck Operator
	7201-25	Dredge Operator
	7201-27	Grader Operator
	7201-29	Excavator Operator
	7201-29	Hydraulic Rock Breaker Operator
	7201-91	Trainee Excavating and Earthmoving Plant Operator
	7203-13	Straddle Carrier Operator
	7205-11	Forwarder Operator
	7205-11	Logging Plant Operator
	7205-11	Skidder Operator
	7205-11	Tree Feller Operator

KEYWORD	CODE	TITLE
OPERATOR (cont.)	7207-11	Paving Plant Operator
	7207-13	Compactor Operator
	7207-13	Road Roller Operator
	7209-11	Cotton Picking Machine Operator
	7209-11	Farm Machinery Operator
	7209-11	Harvester Operator
	7209-13	Amenity Horticulture Machine Operator
	7209-13	Auto Scythe Operator
	7209-13	Rotary Hoe Operator
	7299-11	Railway Track Repair Machine Operator
	7299-99	Cable Ferry Operator
	7299-99	Road Sweeper Operator
	7299-99	Specialist Vehicles Operator (Army)
	7301-11	Hydro-electric Station Operator
	7301-11	Power Generation Plant Operator
	7301-11	Power Generation Turbine Room Operator
	7303-11	Air-Conditioning Plant Operator
	7303-11	Refrigeration Plant Operator
	7303-11	Stationary Engine and Boiler Operator
	7303-13	Marine Engine and Boiler Operator
	7305-11	Chemical Plant Operator
	7305-11	Fermentation Operator (Chemicals)
	7305-11	Industrial Gas Production Operator
	7305-11	Pharmaceutical Plant Operator
	7305-11	Pilot Plant Operator
	7305-91	Trainee Chemical Plant Operator
	7307-11	Gas Compressor Turbine Operator
	7307-11	Grease Manufacturing Plant Operator
	7307-11	Petroleum and Gas Refining and Pumping Operator
	7307-11	Petroleum Blending Plant Operator
	7307-11	Petroleum Process Unit Operator
	7307-11	Petroleum Shipping Plant Operator
	7307-13	Oil and Gas Well Treatment Operator
	7307-13	Well Treatment Blender Operator
	7307-13	Well Treatment Pump Operator
	7307-15	Oil and Gas Production Testing Operator
	7307-15	Torque-turn Computer Operator
	7309-11	Bucketwheel Reclaimer Operator
	7309-11	Bulk Materials Handling Plant Operator
	7309-11	Car Dumper Operator
	7309-11	Conveyor Belt Operator
	7309-11	Ore Stacker Operator
	7309-11	Tank Farm Operator
	7309-11	Train Loader Operator
	7311-11	Cherry Picker Operator
	7311-11	Crane Operator
	7311-11	Portainer Operator
	7313-11	Hoist, Winch and Lift Operator
	7315-11	Basic Oxygen Steelmaking Furnace Operator
	7315-11	Blast Furnace Operator
	7315-11	Metals Furnace Operator
	7315-11	Open Hearth Furnace Operator
	7315-11	Pot Operator (Aluminium)
	7315-11	Smelting Furnace Operator
	7315-13	Heat Treatment Furnace Operator
	7315-13	Soaking Pit Furnace Operator
	7315-15	Clay Products Kiln Operator
	7315-15	Kiln Operator
	7315-15	Ore Roaster Operator
	7315-15	Pellet Plant Operator

KEYWORD	CODE	TITLE
OPERATOR (cont.)	7315-15	Timber Kiln Operator
	7315-17	Crematorium Plant Operator
	7315-17	Incinerator Plant Operator
	7317-11	Air Track Operator
	7317-11	Coal Seam Drill Operator
	7317-11	Drilling Plant Operator
	7317-11	Fishing Tool Operator
	7317-11	Jumbo Drill Operator
	7317-11	Long Hole Drill Operator
	7317-11	Power Tong Operator
	7317-11	Raise Drill Operator
	7317-11	Reeled Tubing Operator
	7317-11	Rock Drill Operator
	7317-11	Rotary Drill Operator
	7317-11	Service Rig Operator
	7317-11	Snubbing Unit Operator
	7399-11	Coal Preparation Plant Operator
	7399-11	Flotation Operator
	7399-11	Mineral Ore Treating Plant Operator
	7399-11	Ore and Stone Crusher Operator
	7399-11	Ore Separator Operator
	7399-11	Ore Treating Solution Operator
	7399-11	Surface Hydraulic Fill Operator
	7399-11	Wash Plant Operator
	7399-13	Metal Rolling Mill Operator
	7399-15	Paper Pulp Preparation Plant Operator
	7399-17	Hardboard Plant Operator
	7399-17	Hardboard Press Operator
	7399-17	Oil Tempering Operator
	7399-17	Wood Chipping and Particleboard Plant Operator
	7399-19	Railway Switching and Signalling Operator
	7399-21	Timber Treatment Plant Operator
	7399-23	Concrete Pump Operator
	7399-25	Insulation Cupola Operator
	7399-27	Cement Production Plant Operator
	7399-29	Sewage Plant Operator
	7399-29	Water Supply and Treatment Plant Operator
	7399-31	Electrolytic Cell Operator
	7399-33	Anode Press Operator
	7399-33	Rodding Press Operator
	7399-35	Concrete Batching Plant Operator
	7399-99	Clay Crusher Operator
	7399-99	Oilseed Processing Operator
	7399-99	Weighbridge Operator
	7401-13	Casting Machine and Ladle Operator
	7401-15	Wire Drawing Machine Operator
	7401-17	Metal Extrusion Press Operator
	7403-11	Metal Press Operator
	7405-11	Forging Machine Operator
	7405-11	Springmaking Machine Operator
	7407-13	Plastics Extruding Machine Operator
	7407-15	Blow Moulding Machine Operator
	7407-15	Compression Moulding Machine Operator
	7407-15	Injection Moulding Machine Operator
	7407-15	Plastics Moulding Machine Operator
	7407-15	Rotational Moulding Machine Operator
	7407-15	Thermoforming Machine Operator
	7407-17	Cellular Plastics Machine Operator
	7407-17	Plastics Foam Machine Operator
	7407-19	Plastics Sheet Press Operator

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
OPERATOR (cont.)	7407-21	Plastics Blending Machine Operator
	7409-11	Tyre Production Machine Operator
	7409-99	Rubber Knitting Machine Operator
	7409-99	Rubber Roller Grinder Operator
	7411-11	Granulator Machine Operator
	7411-11	Pharmaceuticals and Toiletries Production Machine Operator
	7411-11	Tablet Making Machine Operator
	7411-13	Explosives Mixer Operator
	7411-13	Explosives Production Machine Operator
	7413-13	Ripsaw Operator
	7413-13	Trim Saw Operator
	7413-19	Veneer Guillotine Operator
	7413-19	Veneer Lathe and Slicer Operator
	7413-19	Veneer Production Machine Operator
	7413-19	Veneer Splicing Machine Operator
	7413-19	Veneer Trimmer Operator
	7413-21	Plywood Production Machine Operator
	7413-23	Particleboard Laminator Operator
	7413-23	Wood Laminating Press Operator
	7413-99	Debarker Operator
	7413-99	Drop-Sorter Operator
	7413-99	Hogger Operator
	7413-99	Machine Stress Grader Operator
	7413-99	Sawmill Moulder Operator
	7415-11	Fourdrinier Machine Operator
	7415-11	Inverform Machine Operator
	7415-11	Paperboard Machine Operator
	7415-11	Wet End Papermaking Machine Operator
	7415-13	Dry End Papermaking Machine Operator
	7415-13	Paper Rewinder Operator
	7415-13	Supercalender Operator (Papermaking)
	7415-15	Carton Making Machine Operator
	7415-15	Paper Products Machine Operator
	7417-11	Glass Furnace Operator
	7417-11	Glass Laminating Operator
	7417-11	Glass Melt Operator
	7417-11	Glass Production Machine Operator
	7417-11	Glass Toughening Operator
	7419-11	Concrete Pipe Machine Operator
	7419-11	Concrete Products Machine Operator
	7419-13	Clay Products Machine Operator
	7419-13	Clay, Brick and Tile Machine Operator
	7419-15	Stone Processing Machine Operator
	7419-21	Fibre-Cement Machine Operator
	7421-11	Gill Box Operator
	7421-11	Yarn Carding and Spinning Machine Operator
	7421-11	Yarn Drawing Machine Operator
	7421-11	Yarn Texture Machine Operator
	7421-15	Wool Scouring Operator
	7423-11	Fellmongering Machine Operator
	7423-11	Hide and Skin Fleshing Machine Operator
	7423-11	Hide and Skin Processing Machine Operator
	7423-11	Leather Drying Operator
	7423-11	Leather Finishing Machine Operator
	7423-11	Leather Measuring Operator
	7423-11	Leather Printing Operator
	7423-11	Leather Splitting and Shaving Machine Operator
	7423-11	Sammying Machine Operator
	7423-11	Staking Machine Operator
	7423-11	Tanning Machine Operator

KEYWORD	CODE	TITLE
OPERATOR (cont.)	7423-11	Woolpulling Machine Operator
	7425-11	Warp Machine Operator
	7425-15	Textile Knitting Machine Operator
	7425-17	Bleaching Machine Operator
	7425-17	Textile Dyeing and Finishing Machine Operator
	7425-19	Rope and Cord Making Machine Operator
	7425-99	Fabric Bonding Machine Operator
	7425-99	Needle Loom Operator
	7425-99	Tufting Machine Operator
	7427-11	Garment Finishing Operator
	7427-13	Hemstitching Machine Operator
	7427-13	Pocket Welt Machine Operator
	7429-11	Inker Machine Operator (Shoemaking)
	7429-11	Shoemaking Machine Operator
	7431-11	Food Processing Extruder Operator
	7431-11	Grain and Cereal Processing Machine Operator
	7431-11	Stockfeed Milling Machine Operator
	7431-13	Centrifuge Operator (Sugar Processing)
	7431-13	Sugar Boiler and Pan Operator
	7431-13	Sugar Cane Crusher Operator
	7431-13	Sugar Dryer Operator
	7431-13	Sugar Processing Machine Operator
	7431-15	Fruit and Vegetable Juicer Operator
	7431-15	Soft Drink and Syrup Making Machine Operator (except Dairy)
	7431-17	Alcoholic Beverage Machine Operator
	7431-17	Brewhouse Operator
	7431-19	Defeatherer and Eviscerator Operator
	7431-19	Fish Plant and Machinery Operator
	7431-19	Fish Smokehouse Operator
	7431-19	Meat and Fish Processing Machine Operator
	7431-19	Meat By-Products Machine Operator
	7431-19	Meat Mincer Operator
	7431-19	Meat Smokehouse Operator
	7431-19	Poultry Saws Operator
	7431-19	Smallgoods Machine Operator
	7431-21	Milk Treatment Machine Operator
	7431-27	Food Processing Autoclave Operator
	7431-27	Food Processing Retort Operator
	7431-99	Food Size-grading Operator
	7431-99	Frozen Food Machine Operator
	7431-99	Fruit and Vegetable Peeling Machine Operator
	7431-99	Pet Food Processing Machine Operator
	7433-11	Bottling Machine Operator
	7433-99	Baling and Compression Machine Operator
	7433-99	Depalletiser Operator
	7433-99	Food Packaging Machine Operator
	7433-99	Palletiser Operator
	7433-99	Shrink Wrap Operator
	7435-11	Copy Camera Operator
	7435-11	Microfiche Reproduction Operator
	7435-11	Photographic Enlarger Operator
	7435-13	Photographic Film Manufacturing Operator
	7435-13	Silver Recovery Operator
	7499-11	Tobacco Technical Operator
	7499-13	Cigarette Making Machine Operator
	7499-15	Dry Cleaning Machine Operator
	7499-17	Folding Machine Operator
	7499-17	Laundry Machine Operator
	7499-19	Military Weapons Operator
	8203-15	Landing Operator (Logging)

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KEYWORD	CODE	TITLE
OPERATOR-ASSEMBLER	5201-13	Keyboard Operator-Assembler
OPERATORS	3903-01	Supervisor, Sound Recording and Reproduction Equipment Operators
	5105-01	Supervisor, Word Processing Operators
	5201-01	Supervisor, Data Processing Machine Operators
	5203-01	Supervisor, Bookkeeping Machine Operators
	5203-01	Supervisor, Business Machine Operators
	7201-01	Supervisor, Excavating and Earthmoving Plant Operators
	7207-01	Supervisor, Paving and Surfacing Plant Operators
	7301-01	Supervisor, Power Generation Plant Operators
	7305-01	Supervisor, Chemical Pilot Plant Operators
	7305-01	Supervisor, Chemical Plant Operators
	7307-01	Supervisor, Oil and Gas Well Treatment Operators
	7307-01	Supervisor, Oil, Gas and Pipe Testing Operators
	7307-01	Supervisor, Petroleum and Gas Plant Operators
	7309-01	Supervisor, Bulk Materials Handling Plant Operators
	7309-01	Supervisor, Fluids Loading and Unloading Plant Operators
	7311-01	Supervisor, Crane Operators
	7313-01	Supervisor, Hoist, Winch and Lift Operators
	7315-01	Supervisor, Blast Furnace Operators
	7315-01	Supervisor, Furnace and Kiln Operators
	7315-01	Supervisor, Roasting Plant Operators
	7315-01	Supervisor, Smelting Plant Operators
	7317-01	Supervisor, Drilling Plant Operators
	7399-01	Supervisor, Other Stationary Plant Operators
	7401-01	Supervisor, Basic Metal Products Machine Operators
	7405-11	Other Metal Products Machine Operators
	7407-01	Supervisor, Plastics Production Machine Operators
	7409-01	Supervisor, Rubber Production Machine Operators
	7411-01	Supervisor, Chemical Production Machine Operators
	7411-01	Supervisor, Explosives Production Machine Operators
	7411-01	Supervisor, Pharmaceuticals and Toiletries Production Machine Operators
	7413-01	Supervisor, Plywood Making Machine Operators
	7413-01	Supervisor, Saw Operators
	7413-01	Supervisor, Wood Processing Machine Operators
	7415-01	Supervisor, Paper and Paper Products Machine Operators
	7417-01	Supervisor, Glass Furnace Operators
	7417-01	Supervisor, Glass Production Machine Operators
	7419-01	Supervisor, Clay and Stone Processing Machine Operators
	7419-01	Supervisor, Concrete Products Machine Operators
	7419-01	Supervisor, Fibre Cement Machine Operators
	7421-01	Supervisor, Cotton Ginning Machine Operators
	7421-01	Supervisor, Yarn Production Machine Operators
	7423-01	Supervisor, Hide and Skin Processing Machine Operators
	7425-01	Supervisor, Fabric Production Machine Operators
	7431-01	Supervisor, Food Processing Machine Operators
	7431-99	Food Processing Machine Operators nec
	7433-01	Supervisor, Packaging Machine Operators
	7435-01	Supervisor, Photographic Film Manufacturing Operators
	7435-01	Supervisor, Photographic Products Machine Operators
	7499-01	Supervisor, Other Machine Operators
OPHTHALMIC	2303-35	Ophthalmic Surgeon
	4999-13	Ophthalmic Lens Surfacers and Fitters
OPHTHALMOLOGIST	2303-17	Ophthalmologist
OPTICAL	4999-13	Optical Dispenser
	4999-13	Optical Mechanic
	4999-13	Optical Technician

KEYWORD	CODE	TITLE
OPTICAL (cont.)	4999-91	Apprentice Optical Mechanic
OPTICS	3103-19	Optics Technical Officer
OPTOMETRIST	2311-11	Optometrist
ORAL	2305-13	Oral Pathologist
	2305-13	Oral Surgeon
	3101-15	Oral Therapist
ORCHARDIST	1401-31	Orchardist
ORCHESTRA	2815-11	Orchestra Conductor
ORCHESTRATOR	2815-99	Orchestrator
ORDER	5505-15	Mail Order Clerk
	5505-15	Order Clerk
ORDERLY	5907-15	Court Orderly
	8921-11	Hospital Orderly
ORDNANCE	4999-29	Explosive Ordnance Demolition Technician
ORE	7309-11	Ore Stacker Operator
	7315-15	Ore Roaster Operator
	7399-11	Mineral Ore Treating Plant Operator
	7399-11	Ore and Stone Crusher Operator
	7399-11	Ore Separator Operator
	7399-11	Ore Treating Solution Operator
	8415-15	Mineral Ore Processing Labourer
ORGANISATION	1309-11	Organisation and Methods Manager
	2799-15	Organisation and Methods Analyst
ORGANISATIONAL	2903-15	Organisational Psychologist
ORGANISER	2799-13	Trade Union Organiser
ORTHODONTIC	4999-11	Orthodontic Technician
ORTHODONTIST	2305-13	Orthodontist
ORTHOPAEDIC	2303-19	Orthopaedic Specialist
	2303-19	Orthopaedic Surgeon
	2303-39	Orthopaedic Rehabilitation Specialist
ORTHOPTIST	2399-15	Orthoptist
ORTHOTICS	2303-39	Prosthetics and Orthotics Rehabilitation Specialist
ORTHOTIST	2399-99	Orthotist
OSTEOPATH	2317-13	Osteopath
OTORHINOLARYNGOLOGICAL	2303-35	Otorhinolaryngological Surgeon
OTORHINOLARYNGOLOGIST	2303-31	Otorhinolaryngologist
OUTBOARD	4601-13	Outboard Motor Mechanic
OUTLET	1501-11	Take Away Food Outlet Manager

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KEYWORD	CODE	TITLE
OVERLOCKER	7427-11	Overlocker
OVERSEER	4929-01	Overseer, Shearing Shed
	5403-01	Overseer (Mails)
	8201-01	Farm Overseer
	8203-01	Forest Overseer
OXY-ACETYLENE	4205-19	Oxy-acetylene Welder-Cutter
OXYGEN	7315-11	Basic Oxygen Steelmaking Furnace Operator
OYSTER	1401-99	Oyster Farmer
	8199-39	Oyster Opener
	8201-99	Oyster Grower's Assistant
PACKAGE	2805-13	Package Designer
PACKAGING	7433-01	Supervisor, Packaging Machine Operators
	7433-99	Food Packaging Machine Operator
PACKER	8105-11	Meat Packer
	8105-13	Fruit and Vegetable Packer
	8105-99	Grocery Packer
	8105-99	Shirt Packer
	8909-13	Furniture Packer
PAEDIATRIC	2303-35	Paediatric Surgeon
	3401-99	Paediatric Nurse
PAEDIATRICIAN	2303-25	Paediatrician
PAEDODONTIST	2305-13	Paedodontist
PAGE	8903-11	Hotel Page
PAINT	7305-11	Paint Maker
	8199-23	Paint Factory Hand
PAINTER	2801-11	Painter (Artistic)
	2801-99	Scene Painter (Performing Arts)
	4405-11	Industrial Painter (Structures)
	4405-11	Painter and Decorator
	4405-91	Apprentice Painter, Decorator and Signwriter
	4605-11	Vehicle Painter
	4605-91	Apprentice Vehicle Painter
	8101-13	Painter and Decorator's Assistant
	8107-11	Industrial Spray Painter
PAINTERS	4405-01	Supervisor, Painters, Decorators and Signwriters
	4605-01	Supervisor, Vehicle Painters
PAINTING	2801-11	Artist (Painting)
PALAEONTOLOGY	3103-17	Palaeontology Technician
PALLETISER	7433-99	Palletiser Operator
PAN	7431-13	Sugar Boiler and Pan Operator
PANEL	4603-01	Supervisor, Panel Beaters
	4603-11	Panel Beater
	4603-91	Apprentice Panel Beater

KEYWORD	CODE	TITLE
PANEL (cont.)	4901-11	Panel Saw Operator
PANTRYMAID/MAN	8919-11	Pantrymaid/man
PAPER	4507-11	Paper Guillotine Operator (Bookbinding)
	6201-23	Sales Representative (Books and Paper Products)
	7399-15	Paper Pulp Preparation Plant Operator
	7415-01	Supervisor, Paper and Paper Products Machine Operators
	7415-13	Paper Rewinder Operator
	7415-15	Paper Products Machine Operator
	7435-13	Photographic Paper Cutter
	8199-17	Pulp, Papermaking and Paper Products Factory Hand
	8199-17	Pulp, Papermaking and Paper Products Labourer
PAPERBOARD	7415-11	Paperboard Machine Operator
PAPERHANGER	4405-13	Paperhanger
PAPERMAKING	7415-11	Wet End Papermaking Machine Operator
	7415-13	Dry End Papermaking Machine Operator
	7415-13	Supercalender Operator (Papermaking)
	8199-17	Pulp, Papermaking and Paper Products Factory Hand
	8199-17	Pulp, Papermaking and Paper Products Labourer
PARACHUTE	4999-27	Parachute Rigger
PARAMEDIC	3909-11	Ambulance Paramedic
PARASITOLOGIST	2107-23	Veterinary Parasitologist
	2107-99	Parasitologist
PARENT	6601-17	Cottage Parent
	6601-17	Hostel Parent
	6601-17	House Parent
PARK	1505-13	Caravan Park Manager
	3999-31	Park Ranger
	3999-31	Park Superintendent
	3999-31	Park Warden
	8999-99	Car Park Attendant
PARKING	5999-99	Parking Inspector
	8999-99	Parking Meter Collector
PARLIAMENT	1101-11	Member of Parliament
PARLIAMENTARY	2605-99	Parliamentary Counsel
PARLOUR	1599-99	Beauty Parlour Manager
PAROLE	3901-13	Parole Officer
PARTICLEBOARD	7399-17	Wood Chipping and Particleboard Plant Operator
	7413-23	Particleboard Laminator Operator
	8199-15	Particleboard Factory Hand
PARTS	6301-25	Automotive Parts Interpreter
	6301-25	Sales Assistant (Vehicle Parts and Accessories)
	8999-27	Automotive Parts Recycler
PASSENGER	6405-11	Airline Traffic Officer (Passenger Services)

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KEYWORD	CODE	TITLE
PASTA	7431-11	Pasta Maker
PASTE-UP	3999-17	Paste-up Artist
PASTRYCOOK	4703-11	Pastrycook
	4703-91	Apprentice Baker and Pastrycook
PASTRYCOOKS	4703-01	Supervisor, Bakers and Pastrycooks
PASTURE	1401-11	Grain, Oilseed and Pasture Farm Manager
	1401-11	Grain, Oilseed and Pasture Grower
PATENT	2999-99	Patent Examiner
PATHOLOGIST	2107-19	Plant Pathologist
	2107-23	Insect Pathologist
	2107-23	Veterinary Pathologist
	2303-37	Pathologist
	2305-13	Oral Pathologist
	2315-11	Speech Pathologist
PATHOLOGY	3103-27	Plant Pathology Technician
PATROL	8911-11	Railway Patrol Officer
	8911-13	Security Patrol Officer
PATROLMAN/WOMAN	3905-99	Patrolman/woman (Utilities)
	8413-11	Railway Track Patrolman/woman
PATTERNMAKER	4203-11	Sheetmetal Patternmaker
	4207-11	Metal Casting Patternmaker
	4207-91	Apprentice Metal Casting Patternmaker
	4401-13	Joinery Patternmaker
PATTERNMAKER-GRADER	4911-19	Patternmaker-Grader (Textiles)
PAVING	7207-01	Supervisor, Paving and Surfacing Plant Operators
	7207-11	Paving Plant Operator
	8409-01	Supervisor, Paving and Surfacing Labourers
	8409-11	Paving and Surfacing Labourer
PAY	5301-15	Pay Clerk
PAYMASTER/MISTRESS	5301-15	Paymaster/mistress
PAYROLL	5301-01	Supervisor, Payroll Clerks
	5301-15	Payroll Clerk
PEARL	4999-23	Pearl Diver
PEARLING	3305-11	Pearling Skipper
PEDOLOGIST	2199-13	Pedologist
PEELING	7431-99	Fruit and Vegetable Peeling Machine Operator
PELLET	7315-15	Pellet Plant Operator
	8109-15	Iron Pellet Tester
PENCILLER	5999-17	Penciller
PENETRANT	3299-11	Dye Penetrant Testing Technician

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KEYWORD	CODE	TITLE
PERFORMING	2801-99	Scene Painter (Performing Arts)
	3903-01	Supervisor, Performing Arts Support Workers
PERIODONTIST	2305-13	Periodontist
PERSON	3903-99	Continuity Person
	3903-99	Sound Effects Person
	3903-99	Special Effects Person
PERSONAL	5101-11	Personal Secretary
PERSONNEL	1309-11	Personnel and Industrial Relations Manager
	2705-11	Personnel Officer
	2999-99	Military Personnel Selection Assessor
	5905-11	Personnel Records Clerk
PEST	3905-99	Pest Control Inspector
	8999-13	Pest and Weed Controller
	8999-13	Pest Exterminator
PET	7431-99	Pet Food Processing Machine Operator
PETROCHEMICAL	2207-11	Petrochemical Process Engineer
PETROLEUM	2215-11	Mining Engineer (except Petroleum)
	2215-13	Petroleum Engineer
	4409-13	Liquid Petroleum Gasfitter
	7307-01	Supervisor, Petroleum and Gas Plant Operators
	7307-11	Petroleum and Gas Refining and Pumping Operator
	7307-11	Petroleum Blending Plant Operator
	7307-11	Petroleum Process Unit Operator
	7307-11	Petroleum Shipping Plant Operator
PETROPHYSICAL	2215-13	Petrophysical Engineer
PHARMACEUTICAL	6301-23	Sales Assistant (Pharmaceutical Products and Toiletries)
	7305-11	Pharmaceutical Plant Operator
PHARMACEUTICALS	6201-35	Sales Representative (Pharmaceuticals)
	7411-01	Supervisor, Pharmaceuticals and Toiletries Production Machine Operators
	7411-11	Pharmaceuticals and Toiletries Production Machine Operator
PHARMACIST	2307-11	Hospital Pharmacist
	2307-13	Industrial Pharmacist
	2307-15	Community Pharmacist
	2307-15	Retail Pharmacist
PHARMACOLOGIST	2107-99	Pharmacologist (except Clinical)
	2303-99	Clinical Pharmacologist
PHONOGRAM	5603-11	Phonogram Operator
PHOTO	2205-13	Air Photo Plotter (Air Force)
	4503-11	Etcher-Finisher (Photo Engraving)
PHOTOCOPYING	5499-11	Photocopying and Duplicating Clerk
PHOTOGRAMMETRIC	2205-13	Photogrammetric Surveyor
PHOTOGRAMMETRIST	3207-15	Photogrammetrist
PHOTOGRAPH	3999-25	Photograph Retoucher

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
PHOTOGRAPHER	2803-11	Photographer
PHOTOGRAPHIC	3207-15	Photographic Interpreter (Air Force)
	3999-23	Photographic Studio Assistant
	3999-23	Photographic Studio Technician
	6201-99	Sales Representative (Photographic Equipment and Supplies)
	6301-99	Sales Assistant (Photographic Equipment and Supplies)
	7435-01	Supervisor, Photographic Developers and Printers
	7435-01	Supervisor, Photographic Film Manufacturing Operators
	7435-01	Supervisor, Photographic Products Machine Operators
	7435-11	Photographic Developer and Printer
	7435-11	Photographic Enlarger Operator
	7435-11	Photographic Laboratory Assistant
	7435-13	Photographic Film Manufacturing Operator
	7435-13	Photographic Paper Cutter
PHOTOGRAPHY	2811-17	Director of Photography
PHYSICAL	2103-13	Physical Oceanographer
	2109-13	Clinical Physical Scientist
	2217-13	Physical Metallurgist
	2505-99	Physical Fitness Instructor
	2907-13	Physical Geographer
PHYSICIAN	2303-41	Specialist Physician
PHYSICIST	2105-11	Chief Physicist
	2105-11	Physicist
	2109-13	Medical Physicist
PHYSICS	3103-19	Physics Technical Officer
	3103-21	Physics Technician
PHYSIOLOGIST	2107-13	Physiologist
	2107-19	Plant Physiologist
PHYSIOTHERAPIST	2313-11	Physiotherapist
PIANO	4925-11	Piano Tuner
	4925-91	Apprentice Piano Tuner
PICKER	7311-11	Cherry Picker Operator
	8201-13	Fruit, Vegetable and Nut Picker
PICKING	7209-11	Cotton Picking Machine Operator
PICKLER	7431-19	Meat Pickler
	8201-99	Seed Cleaner and Pickler
PICTURE	3903-13	Motion Picture Camera Operator
	4905-01	Supervisor, Picture Framers
	4905-13	Picture Frame Maker
	4905-13	Picture Framer
	4905-91	Apprentice Picture Framer
	4999-17	Motion Picture Projectionist
PIG	1401-23	Pig Breeder
	1401-23	Pig Farm Manager
	1401-23	Pig Farmer
PILOT	3301-11	Agricultural Pilot

KEYWORD INDEX OF STRUCTURE TITLES

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KEYWORD	CODE	TITLE
PILOT (cont.)	3301-11	Aircraft Pilot
	3301-11	Commercial Pilot
	3301-11	Helicopter Pilot
	3305-11	Marine Pilot
	3305-11	Ship's Pilot
	7305-01	Supervisor, Chemical Pilot Plant Operators
	7305-11	Pilot Plant Operator
PINPOINTER	4409-13	Pinpointer
PIPE	3205-13	Pipe Testing Technician
	4409-11	Pipe Fitter (Plumbing)
	4409-11	Pipe Joiner
	7307-01	Supervisor, Oil, Gas and Pipe Testing Operators
	7307-15	Oil, Gas and Pipe Tester
	7419-11	Concrete Pipe Machine Operator
PIPELINE	3905-99	Pipeline Inspector
PIT	7201-01	Pit Supervisor
	7315-13	Soaking Pit Furnace Operator
	8415-11	Pit Crew Worker
PLAIN	3501-13	Plain Clothes Police Officer
PLANNER	2601-11	Social Planner and Administrator
	2907-11	Town Planner
	2907-11	Traffic and Transport Planner
	2907-11	Urban and Regional Planner
	4503-15	Retoucher and Planner (Printing)
PLANNING	3299-99	Production Planning Officer (Engineering)
PLANT	1305-11	Plant Manager
	2107-19	Plant Anatomist
	2107-19	Plant Morphologist
	2107-19	Plant Pathologist
	2107-19	Plant Physiologist
	2107-19	Plant Scientist
	2107-19	Plant Taxonomist
	3103-27	Plant Pathology Technician
	4103-11	Plant Mechanic
	4801-01	Supervisor, Plant Nursery
	4801-11	Plant Propagator
	7201-01	Supervisor, Excavating and Earthmoving Plant Operators
	7201-21	Open Cut Mining Plant Operator
	7201-23	Underground Plant Operator
	7201-91	Trainee Excavating and Earthmoving Plant Operator
	7205-11	Logging Plant Operator
	7207-01	Supervisor, Paving and Surfacing Plant Operators
	7207-11	Paving Plant Operator
	7301-01	Supervisor, Power Generation Plant Operators
	7301-11	Power Generation Plant Operator
	7303-11	Air-Conditioning Plant Operator
	7303-11	Refrigeration Plant Operator
	7305-01	Supervisor, Chemical Pilot Plant Operators
	7305-01	Supervisor, Chemical Plant Operators
	7305-11	Chemical Plant Operator
	7305-11	Pharmaceutical Plant Operator
	7305-11	Pilot Plant Operator
	7305-91	Trainee Chemical Plant Operator

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
PLANT (cont.)	7307-01	Supervisor, Petroleum and Gas Plant Operators
	7307-11	Grease Manufacturing Plant Operator
	7307-11	Petroleum Blending Plant Operator
	7307-11	Petroleum Shipping Plant Operator
	7309-01	Supervisor, Bulk Materials Handling Plant Operators
	7309-01	Supervisor, Fluids Loading and Unloading Plant Operators
	7309-11	Bulk Materials Handling Plant Operator
	7315-01	Supervisor, Roasting Plant Operators
	7315-01	Supervisor, Smelting Plant Operators
	7315-15	Pellet Plant Operator
	7315-17	Crematorium Plant Operator
	7315-17	Incinerator Plant Operator
	7317-01	Supervisor, Drilling Plant Operators
	7317-11	Drilling Plant Operator
	7399-01	Supervisor, Other Stationary Plant Operators
	7399-11	Coal Preparation Plant Operator
	7399-11	Mineral Ore Treating Plant Operator
	7399-11	Wash Plant Operator
	7399-15	Paper Pulp Preparation Plant Operator
	7399-17	Hardboard Plant Operator
	7399-17	Wood Chipping and Particleboard Plant Operator
	7399-21	Timber Treatment Plant Operator
	7399-27	Cement Production Plant Operator
	7399-29	Sewage Plant Operator
	7399-29	Water Supply and Treatment Plant Operator
	7399-33	Carbon Plant Worker
	7399-35	Concrete Batching Plant Operator
	7431-19	Fish Plant and Machinery Operator
	8199-11	Continuous Plant Galvaniser
	8199-19	Cement and Concrete Plant Labourer
	8199-23	Chemical Plant Labourer
	8199-23	Gas Plant Labourer
PLANTER	8203-13	Tree Planter
PLASMA	7405-11	Plasma Sprayer
PLASMA-ARC	4205-19	Plasma-arc Welder
PLASTER	4407-13	Fibrous Plaster Fixer
	4407-13	Fibrous Plaster Setter
	7419-19	Fibrous Plaster Maker
PLASTERBOARD	4407-13	Plasterboard Fixer
	7419-19	Plasterboard Maker
PLASTERER	4407-11	Cement Plasterer
	4407-11	Solid Plasterer
	4407-13	Fibrous Plasterer
	4407-91	Apprentice Plasterer
PLASTERER'S	8101-13	Plasterer's Assistant
PLASTERERS	4407-01	Supervisor, Plasterers
PLASTIC	2303-35	Plastic and Reconstructive Surgeon
	4101-11	Plastic Mould Maker
	8199-25	Plastic Sheet Fabricator
	8199-25	Rubber and Plastic Products Labourer
PLASTICS	7407-01	Supervisor, Plastics Production Machine Operators

KEYWORD	CODE	TITLE
PLASTICS (cont.)	7407-11	Cellular Plastics Machine Setter
	7407-11	Plastics Extruding Machine Setter
	7407-11	Plastics Moulding Machine Setter
	7407-11	Plastics Production Machine Setter
	7407-13	Plastics Extruding Machine Operator
	7407-15	Plastics Moulding Machine Operator
	7407-17	Cellular Plastics Machine Operator
	7407-17	Plastics Foam Machine Operator
	7407-19	Plastics Sheet Press Operator
	7407-21	Plastics Blending Machine Operator
	7407-21	Powder Hand (Plastics)
	7407-23	Gun Hand (Plastics)
	8199-25	Cellular Plastics Cutter
	8199-25	Mould Hand (Plastics)
	8199-25	Rubber and Plastics Factory Hand
PLATE	4503-11	Flexographic Plate Maker
	4503-11	Gravure Plate Preparer
	4503-11	Letterpress Plate Maker
	4503-11	Lithographic Plate Preparer
	4503-11	Plate Maker(Printing)
	4503-11	Plate Preparer (Printing)
PLATER	4209-15	Metal Plater
	4209-15	Production Plater
	4209-17	Barrel Plater
PLAYWRIGHT	2809-11	Playwright
PLOTTER	2205-13	Air Photo Plotter (Air Force)
PLUMBER	4409-11	Plumber (General)
	4409-11	Roof Plumber
	4409-91	Apprentice Plumber
PLUMBER'S	8101-13	Plumber's Trades Assistant
PLUMBERS	4409-01	Supervisor, Plumbers
PLUMBING	3905-11	Plumbing and Drainage Inspector
	4409-11	Pipe Fitter (Plumbing)
PLYWOOD	7413-01	Supervisor, Plywood Making Machine Operators
	7413-21	Plywood and Veneer Repairer
	7413-21	Plywood Centre Feeder
	7413-21	Plywood Centre Layer
	7413-21	Plywood Production Machine Operator
	8199-15	Plywood Factory Hand
POCKET	7427-13	Pocket Welt Machine Operator
PODIATRIST	2319-11	Podiatrist
POET	2809-11	Poet
POKER	4399-13	Poker Machine Servicer
	8999-15	Poker Machine Attendant
POLICE	1201-11	Police Commissioner
	1319-11	Commissioned Police Officer
	3501-01	Police Station Sergeant

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
POLICE (cont.)	3501-01	Police Supervisor
	3501-13	Plain Clothes Police Officer
	4999-23	Police Diver
POLICEMAN/WOMAN	3501-11	Policeman/woman
POLICY	1313-11	Public Policy Manager
POLISHER	4209-11	Metal Polisher
	4209-91	Apprentice Metal Polisher
	4905-19	French Polisher
	4905-19	Furniture Polisher
	4923-13	Gem Cutter and Polisher
	4923-13	Opal Polisher
	7419-15	Stone Polisher
POLITICAL	2907-99	Political Scientist
POLLUTION	2199-11	Air Pollution Analyst
POLYMER	2217-15	Polymer Engineer
	2217-17	Polymer Scientist
POOL	8911-99	Pool Attendant
	8999-99	Pool Serviceperson
POPULAR	2815-15	Popular Singer
PORCELAIN	7419-17	Porcelain Turner
PORTAINER	7311-11	Portainer Operator
PORTER	8903-01	Head Porter
	8903-11	Luggage Porter
	8921-11	Hospital Porter
PORTERS	8903-01	Supervisor, Luggage Porters
POSTAL	3905-99	Postal Services Field Manager
	5909-11	Postal Clerk
	5909-13	Postal Officer
POSTMAN/WOMAN	5605-13	Postman/woman
POSTMASTER/MISTRESS	1599-15	Postmaster/mistress
POSTMEN/WOMEN	5605-01	Supervisor, Postmen/women
POT	7315-11	Pot Operator (Aluminium)
POTTER	4925-13	Potter
	4925-91	Apprentice Potter
POTTERS	4925-01	Supervisor, Potters
POULTRY	1401-25	Poultry Farm Manager
	1401-25	Poultry Farmer
	3103-31	Poultry Technician
	7431-19	Poultry Saws Operator
	8199-37	Poultry Boner
	8199-37	Poultry Process Worker
	8199-37	Poultry Slaughterman/woman

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KEYWORD	CODE	TITLE
POULTRY (cont.)	8201-99	Poultry Farm Hand
POURER	7401-13	Metal Pourer
POWDER	4909-11	Powder Monkey
	7407-21	Powder Hand (Plastics)
	8101-99	Powder Monkey's Assistant
POWER	2211-11	Electrical Power Engineer
	7301-01	Supervisor, Power Generation Plant Operators
	7301-11	Power Generation Plant Operator
	7301-11	Power Generation Turbine Room Operator
	7317-11	Power Tong Operator
	8101-15	Electrical Power Linesman/woman's Assistant
POWERLINE	4301-01	Supervisor, Electrical Powerline Tradespersons
	4301-91	Apprentice Electrical Powerline Tradesperson
PRACTITIONER	2301-11	General Medical Practitioner
PRAWNER	8925-13	Prawner
PRE-CAST	7419-11	Concrete Pre-cast Moulder
PRE-PRIMARY	2401-11	Pre-Primary School Teacher
PRE-SCHOOL	2401-11	Pre-School Director
	2401-11	Pre-School Teacher
	2905-13	Pre-School Adviser
	6601-11	Pre-School Aide
PRECIOUS	4923-01	Supervisor, Jewellery and Precious Metalware Tradespersons
	4923-15	Precious Metal Smith
	4923-91	Apprentice Jewellery and Precious Metalware Tradesperson
PRECISION	4213-01	Supervisor, Precision Metal Tradespersons
	4213-11	Precision Instrument Maker and Repairer
	4213-91	Apprentice Precision Metal Tradesperson
PREHISTORIAN	2907-99	Prehistorian
PREMIER	1101-11	Premier
PREMIX	7399-35	Premix Concrete Batcher
PREPARATION	7399-11	Coal Preparation Plant Operator
	7399-15	Paper Pulp Preparation Plant Operator
PREPARER	4503-11	Gravure Plate Preparer
	4503-11	Lithographic Plate Preparer
	4503-11	Plate Preparer (Printing)
	4503-13	Cylinder Preparer (Printing)
	4503-15	Image Preparer (Printing)
	4511-11	Screen Printing Stencil Preparer
	7413-15	Log Preparer
PRESS	2703-11	Press Officer
	4505-17	Newspaper Press Machinist (Metropolitan)
	7399-17	Hardboard Press Operator
	7399-33	Anode Press Operator
	7399-33	Rodding Press Operator
	7401-17	Metal Extrusion Press Operator

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
PRESS (cont.)	7403-11	Metal Press Operator
	7407-19	Plastics Sheet Press Operator
	7413-23	Wood Laminating Press Operator
	8199-29	Newspaper Press General Hand
PRESS-TOOL	4101-11	Press-Tool Maker
PRESSER	8201-15	Wool Presser
	8917-11	Clothing Presser
PRESSURE	3299-11	Pressure Testing Technician
	3905-13	Boilers and Pressure Vessels Inspector
	4205-15	Pressure Welder
PRESSURISED	7499-99	Pressurised Container Filler
PREVENTION	7211-11	Fire Prevention Officer
PRIEST	2607-11	Priest
PRIMARY	2217-11	Primary Metallurgist
	2403-11	Junior Primary School Teacher
	2403-11	Primary School Teacher
	2403-11	Primary Teacher-Librarian
	3905-15	Primary Products Inspector
PRIME	1101-11	Prime Minister
PRINCIPAL	1317-11	School Principal
	2207-11	Principal Chemical Engineer
PRINT	7435-11	Print Finisher
PRINTED	3201-17	Printed Circuit Board Designer
PRINTER	4511-11	Screen Printer
	4511-91	Apprentice Screen Printer
	7435-11	Photographic Developer and Printer
PRINTERS	4511-01	Supervisor, Screen Printers
	7435-01	Supervisor, Photographic Developers and Printers
PRINTING	4503-11	Plate Maker(Printing)
	4503-11	Plate Preparer (Printing)
	4503-11	Proofer-Finisher (Printing)
	4503-13	Cylinder Preparer (Printing)
	4503-13	Proofer (Printing)
	4503-15	Electronic Scanner Operator (Printing)
	4503-15	Image Preparer (Printing)
	4503-15	Process Camera Operator (Printing)
	4503-15	Retoucher and Planner (Printing)
	4505-01	Supervisor, Printing Machinists
	4505-11	Letterpress Printing Machinist
	4505-13	Lithographic Printing Machinist
	4505-15	Flexographic or Gravure Printing Machinist
	4505-19	Small Offset Printing Machinist
	4505-91	Apprentice Printing Machinist
	4511-11	Screen Printing Stencil Preparer
	6201-99	Sales Representative (Printing)
	7423-11	Leather Printing Operator
	7499-21	Printing Bindery Assistant

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KEYWORD	CODE	TITLE
PRINTING (cont.)	7499-23	Printing Table Hand
	8199-29	General Hand (Printing)
	8199-29	Printing Machine Assistant
PRINTMAKER	2801-99	Printmaker
PRISON	3911-01	Chief Prison Officer
	3911-11	Prison Officer
PRIVATE	2505-11	Art Teacher (Private)
	2505-13	Music Teacher (Private)
	2505-13	Singing Teacher (Private)
	2505-15	Dance Teacher (Private)
	2505-17	Drama Teacher (Private)
	2505-99	Dressmaking Teacher (Private)
	2505-99	Handicrafts Teacher (Private)
	3999-99	Private Detective
PROBATION	3901-13	Probation Officer
PROCEDURES	2799-15	Procedures Analyst
PROCESS	2207-11	Petrochemical Process Engineer
	2211-13	Process Control Engineer
	3103-11	Chemical Process Analyst
	3201-15	Process Control Technical Officer
	3201-17	Process Control Technician
	4503-15	Process Camera Operator (Printing)
	7307-11	Petroleum Process Unit Operator
	8199-31	Glassware Process Assistant
	8199-37	Poultry Process Worker
	8199-39	Fish Process Worker
	8199-45	Egg Process Worker
PROCESSING	1311-11	Data Processing Manager
	1311-11	Operations Manager (Data Processing)
	1311-11	Systems Manager (Data Processing)
	5105-01	Supervisor, Word Processing Operators
	5105-11	Word Processing Operator
	5201-01	Supervisor, Data Processing Machine Operators
	5201-13	Data Processing Operator
	7399-99	Oilseed Processing Operator
	7413-01	Supervisor, Wood Processing Machine Operators
	7419-01	Supervisor, Clay and Stone Processing Machine Operators
	7419-15	Stone Processing Machine Operator
	7423-01	Supervisor, Hide and Skin Processing Machine Operators
	7423-11	Hide and Skin Processing Machine Operator
	7431-01	Supervisor, Food Processing Machine Operators
	7431-11	Food Processing Extruder Operator
	7431-11	Grain and Cereal Processing Machine Operator
	7431-13	Centrifuge Operator (Sugar Processing)
	7431-13	Evaporator Boiler (Sugar Processing)
	7431-13	Sugar Processing Machine Operator
	7431-19	Meat and Fish Processing Machine Operator
	7431-27	Food Processing Autoclave Operator
	7431-27	Food Processing Retort Operator
	7431-99	Food Processing Machine Operators nec
	7431-99	Pet Food Processing Machine Operator
	8199-11	Metal Processing and Finishing Factory Hand
	8199-11	Metal Processing and Finishing Labourer
	8199-11	Metal Processing Marker

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
PROCESSING (cont.)	8199-21	Clay Processing Factory Hand
	8199-21	Clay Processing Labourer
	8199-27	Hide and Skin Processing Labourer
	8199-43	Milk Processing Worker
	8415-15	Mineral Ore Processing Labourer
PROCUREMENT	1307-11	Procurement Manager
	5505-13	Procurement Clerk
PRODUCE	3905-15	Dairy Produce Inspector
PRODUCER	1305-13	Executive Producer
	1305-13	Producer (Media)
	1305-13	Television Producer
	1401-25	Chicken Meat Producer
	1401-25	Egg Producer
	2811-25	Technical Producer
	7435-11	Negative Producer and Cutter
PRODUCT	2219-99	Product Design Engineer
	2805-15	Product Designer
	8109-11	Product Grader
	8109-13	Product Examiner
	8109-15	Product Tester
	8109-15	Product Testing Assistant
	8109-17	Product Weigher
PRODUCTION	1305-11	Production Manager (Manufacturing and Mining)
	3299-99	Production Planning Officer (Engineering)
	3903-01	Supervising Technician, TV Production Operations
	4209-15	Production Plater
	5501-01	Supervisor, Production Recording Clerks
	5501-11	Production Scheduling Clerk
	5501-13	Production Recorder
	5501-13	Production Tally Clerk
	7305-11	Industrial Gas Production Operator
	7307-15	Oil and Gas Production Testing Operator
	7399-27	Cement Production Plant Operator
	7407-01	Supervisor, Plastics Production Machine Operators
	7407-11	Plastics Production Machine Setter
	7409-01	Supervisor, Rubber Production Machine Operators
	7409-11	Tyre Production Machine Operator
	7411-01	Supervisor, Chemical Production Machine Operators
	7411-01	Supervisor, Explosives Production Machine Operators
	7411-01	Supervisor, Pharmaceuticals and Toiletries Production Machine Operators
	7411-11	Pharmaceuticals and Toiletries Production Machine Operator
	7411-13	Explosives Production Machine Operator
	7413-19	Veneer Production Machine Operator
	7413-21	Plywood Production Machine Operator
	7417-01	Supervisor, Glass Production Machine Operators
	7417-11	Glass Production Machine Operator
	7421-01	Supervisor, Yarn Production Machine Operators
	7425-01	Supervisor, Fabric Production Machine Operators
PRODUCTS	3905-15	Primary Products Inspector
	6201-11	Sales Representative (Chemical Products)
	6201-23	Sales Representative (Books and Paper Products)
	6201-29	Sales Representative (Food, Drink and Tobacco Products)
	6301-15	Sales Assistant (Food and Drink Products)
	6301-23	Sales Assistant (Pharmaceutical Products and Toiletries)
	7315-15	Clay Products Kiln Operator

KEYWORD	CODE	TITLE
PRODUCTS (cont.)	7401-01	Supervisor, Basic Metal Products Machine Operators
	7405-11	Other Metal Products Machine Operators
	7415-01	Supervisor, Paper and Paper Products Machine Operators
	7415-15	Paper Products Machine Operator
	7419-01	Supervisor, Concrete Products Machine Operators
	7419-11	Concrete Products Machine Operator
	7419-13	Clay Products Machine Operator
	7425-21	Textile Products Mender
	7431-21	Dried Milk Products Maker
	7435-01	Supervisor, Photographic Products Machine Operators
	8103-11	Metal and Metal Products Assembler
	8103-17	Wood Products Assembler
	8109-13	Metal Products Viewer
	8199-15	Wood and Wood Products Factory Hand
	8199-15	Wood and Wood Products Labourer
	8199-17	Pulp, Papermaking and Paper Products Factory Hand
	8199-17	Pulp, Papermaking and Paper Products Labourer
	8199-25	Rubber and Plastic Products Labourer
PROFESSIONAL	1601-13	Professional Builder
PROFESSOR	2501-11	Professor
PROFILE	4901-11	Automatic Profile Sander Operator
PROGRAM	4901-11	Program Router Cutter
	8901-13	Program Seller
PROGRAMME	5501-11	Programme Arranger
PROGRAMMER	2707-11	Applications Programmer
	2707-13	Communications Programmer
	2707-13	Database Programmer
	2707-13	Software Programmer
	2707-13	Systems Programmer
	2707-15	Analyst Programmer
PROJECTIONIST	3903-11	Dubbing Projectionist (Sound Mixing)
	4999-17	Motion Picture Projectionist
PROMOTIONS	2703-11	Promotions Officer
PROOF	5999-13	Proof Reader
PROOFER	4503-13	Proofer (Printing)
PROOFER-FINISHER	4503-11	Proofer-Finisher (Printing)
PROP	4401-11	Prop and Scenery Maker
PROPAGATOR	4801-11	Plant Propagator
PROPERTIES	6101-99	Properties Investment Manager
PROPERTY	6105-13	Real Estate Property Manager
PROSPECTING	3103-17	Gravity Prospecting Observer
	3103-17	Seismic Prospecting Observer
PROSPECTOR	8415-11	Prospector
PROSTHETICS	2303-39	Prosthetics and Orthotics Rehabilitation Specialist

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
PROSTHETIST	2399-99	Prosthetist
	4999-11	Dental Prosthetist
PROSTHODONTIST	2305-13	Prosthodontist
PROSTITUTE	6699-99	Prostitute
PROTECTIVE	8911-13	Protective Service Officer
PROTEIN	2107-15	Protein Chemist
PROTHONOTARY	2999-99	Prothonotary
PSYCHIATRIC	3401-19	Registered Psychiatric Nurse
	3401-91	Student Registered Psychiatric Nurse
PSYCHIATRIST	2303-21	Psychiatrist
PSYCHOLOGIST	2903-11	Clinical Psychologist
	2903-13	Educational Psychologist
	2903-13	School Psychologist
	2903-15	Industrial Psychologist
	2903-15	Military Psychologist
	2903-15	Occupational Psychologist
	2903-15	Organisational Psychologist
	2903-15	Sports Psychologist
PUBLIC	1313-11	Public Policy Manager
	1313-11	Public Service Manager
	1313-11	Section Head (Public Service)
	2703-11	Information Officer (Public Relations)
	2703-11	Public Relations Officer
	8999-99	Public Telephone Money Collector
PUBLICAN	1505-11	Publican
PUBLICATION	2805-13	Publication Designer
PUBLICITY	2703-11	Publicity Officer
PULP	7399-15	Paper Pulp Preparation Plant Operator
	8199-17	Pulp, Papermaking and Paper Products Factory Hand
	8199-17	Pulp, Papermaking and Paper Products Labourer
PUMP	7307-13	Well Treatment Pump Operator
	7399-23	Concrete Pump Operator
PUMPING	7307-11	Petroleum and Gas Refining and Pumping Operator
PUPPETEER	2817-99	Puppeteer
PURCHASING	1307-11	Purchasing Manager
	3913-11	Purchasing Officer
	5505-01	Supervisor, Stock and Purchasing Clerks
	5505-13	Purchasing Clerk
PURSER	3999-99	Ship's Purser
	6609-01	Aircraft Purser
PYROMETALLURGICAL	2217-11	Pyrometallurgical Engineer
QUALIFIED	4705-13	Qualified Cook

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KEYWORD	CODE	TITLE
QUALITY	1305-11	Quality Control Manager
	2199-11	Water Quality Analyst
	2217-13	Quality Control Metallurgist
	3905-21	Water Quality Inspector
	8109-13	Quality Control Inspector
QUANTITY	2203-11	Quantity Surveyor
QUARANTINE	3905-15	Quarantine Inspector
QUARRY	8415-11	Quarry Labourer
QUARTERMASTER	7499-19	Quartermaster Gunner
QUEEN'S	2605-11	Queen's Counsel
RABBI	2607-11	Rabbi
RACE	3915-17	Race Steward
RACECOURSE	3915-17	Racecourse Official
RACING	3915-17	Handicapper (Racing)
	3915-17	Horse Racing Judge
RADAR	3999-99	Radar Operator
RADIAL	4103-13	Radial Driller (Metal)
RADIATION	2303-23	Radiation Oncologist
RADIO	2211-13	Radio Engineer
	2807-13	Radio Journalist
	2811-23	Director (Radio or Television)
	3201-15	Radio Maintenance Officer
	3303-19	Airworthiness Surveyor (Radio)
	3903-01	Supervising Technician, Radio Operations
	3999-11	Radio Operator
	3999-11	Radio Telegraphist
	4211-17	Aircraft Ground Engineer (Radio)
	4211-17	Aircraft Maintenance Engineer (Radio)
	4211-17	Aircraft Mechanic (Radio)
	4211-17	Examiner of Aircraft Radio
	4211-17	Licensed Aircraft Maintenance Engineer (Radio)
	4311-15	Radio Lineman/woman
	4313-01	Supervisor, Radio and Television Servicers
	4313-11	Radio and Television Repairer
	4313-11	Radio and Television Servicer
	4313-11	Radio Mechanic
	4313-91	Apprentice Radio and Television Servicer
	5501-11	Radio Traffic Scheduler
	5503-15	Radio Despatcher
RADIOGRAPHER	2321-11	Medical Diagnostic Radiographer
	2321-13	Medical Therapeutic Radiographer
RADIOLOGICAL	2217-13	Radiological Metallurgist
RADIOLOGIST	2303-23	Diagnostic Radiologist
	2303-23	Radiologist
	2303-23	Therapeutic Radiologist

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KEYWORD	CODE	TITLE
RAIL	7107-11	Rail Car Driver
	8909-11	Freight Handler (Road and Rail)
RAILWAY	1599-21	Railway Station Master/Mistress
	5503-99	Railway Number Taker
	6609-01	Senior Railway Steward
	6609-15	Railway Conductor (Sleeping Car)
	6609-15	Railway Steward
	7107-91	Railway Fireman/woman
	7299-11	Railway Track Repair Machine Operator
	7399-19	Railway Shunter
	7399-19	Railway Switching and Signalling Operator
	7399-19	Railway Yard Assistant
	8413-01	Supervisor, Railway Labourers
	8413-11	Railway Fetter
	8413-11	Railway Labourer
	8413-11	Railway Track Patrolman/woman
	8911-11	Railway Patrol Officer
	8911-11	Railway Security Guard
	8911-15	Railway Guard
	8999-25	Railway Station Assistant
	8999-99	Railway Crossing Attendant
RAISE	7317-11	Raise Drill Operator
RAISER	6501-15	Fund Raiser
RANGER	3999-31	Park Ranger
	3999-99	Forest Ranger
RANKS	1201-11	Air Force ranks above and including Air Commodore
	1201-11	Army ranks above and including Brigadier
	1201-11	Naval ranks above and including Commodore
RE-RECORDING	3903-11	Re-recording Mixer
REACH	7203-11	Reach Truck Driver
READER	2501-11	Reader
	5999-11	Meter Reader
	5999-13	Proof Reader
REAL	1599-17	Real Estate Agency Manager
	6105-11	Real Estate Sales Representative
	6105-11	Real Estate Salesperson
	6105-11	Real Estate Sub-agent
	6105-13	Real Estate Property Manager
RECEIVING	5503-11	Receiving and Despatching Clerk
RECEPTIONIST	5601-11	Receptionist
RECLAIMER	7309-11	Bucketwheel Reclaimer Operator
RECONSTRUCTIVE	2303-35	Plastic and Reconstructive Surgeon
RECORD	2799-11	Medical Record Administrator
	2799-11	Medical Record Librarian
RECORDER	3903-11	Video and Sound Recorder
	5501-13	Production Recorder

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KEYWORD	CODE	TITLE
RECORDER (cont.)	8411-11	Survey Recorder
RECORDING	3903-01	Supervisor, Sound Recording and Reproduction Equipment Operators
	5501-01	Supervisor, Production Recording Clerks
	5503-01	Supervisor, Transport Recording and Despatching Clerks
RECORDIST	3903-11	Sound Recordist
RECORDS	5905-11	Personnel Records Clerk
	5999-11	Meter Records Clerk
RECOVERY	7299-99	Recovery Mechanic (Army)
	7435-13	Silver Recovery Operator
RECREATION	2999-17	Recreation Adviser
	2999-17	Recreation Officer
RECRUITMENT	2705-11	Recruitment Officer
RECYCLER	8999-27	Automotive Parts Recycler
REELED	7317-11	Reeled Tubing Operator
REFEREE	3915-19	Referee
REFINER	7399-31	Electrolytic Refiner
REFINING	7307-11	Petroleum and Gas Refining and Pumping Operator
REFRACTORY	4403-11	Refractory Bricklayer
REFRIGERATION	4307-01	Supervisor, Refrigeration and Air-Conditioning Mechanics
	4307-13	Refrigeration Fitter
	4307-13	Refrigeration Mechanic
	4307-91	Apprentice Refrigeration and Air-Conditioning Mechanic
	7303-11	Refrigeration Plant Operator
REFUGE	6601-21	Refuge Worker
	6601-99	Child Care, Refuge and Related Workers nec
REGIMENTAL	3999-33	Regimental Sergeant Major
REGIONAL	1201-11	Regional Manager
	2907-11	Urban and Regional Planner
REGISTERED	3401-11	Registered General Nurse
	3401-13	Registered Community Health Nurse
	3401-15	Registered Midwife
	3401-17	Registered Mental Retardation Nurse
	3401-19	Registered Psychiatric Nurse
	3401-91	Student Registered Nurse
	3401-91	Student Registered Psychiatric Nurse
REGISTRAR	2999-99	Court Registrar
	2999-99	Industrial Registrar
REGISTRY	5401-13	Registry Clerk
REGULATORY	3905-01	Supervisor, Inspectors and Regulatory Officers
REHABILITATION	2303-39	Orthopaedic Rehabilitation Specialist
	2303-39	Prosthetics and Orthotics Rehabilitation Specialist

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
REHABILITATION (cont.)	2303-39	Specialist in Rehabilitation Medicine
	2303-39	Spinal Injuries Rehabilitation Specialist
	2303-39	Vocational Rehabilitation Specialist
	2603-11	Rehabilitation Counsellor
RELATIONS	1309-11	Personnel and Industrial Relations Manager
	2703-11	Information Officer (Public Relations)
	2703-11	Public Relations Officer
	2799-13	Industrial Relations Officer
RELATIONSHIP	2603-13	Relationship Counsellor
RELAYS	3201-11	Relays Drafting Officer
RELIGION	2607-11	Minister of Religion
RELIGIOUS	1399-99	Religious Administrator
	2607-11	Religious Brother
	2607-11	Religious Sister
REMEDIAL	2407-11	Remedial Teacher
REMOTE	5201-13	Remote Computer Terminal Operator
REMOVALIST-DRIVER	7105-15	Furniture Removalist-Driver
REMOVALIST'S	8909-17	Furniture Removalist's Assistant
REMOVER	6699-15	Hair Remover
RENAL	2303-99	Renal Specialist
	3101-99	Renal Technician
RENDERER	4407-11	Cement Renderer
RENTAL	6599-17	Rental Clerk
	6599-17	Rental Salesperson
REPAIR	7299-11	Railway Track Repair Machine Operator
REPAIRER	4213-11	Camera Repairer
	4213-11	Precision Instrument Maker and Repairer
	4213-11	Scientific Instrument Maker and Repairer
	4213-13	Watch and Clock Maker and Repairer
	4213-17	Saw Maker and Repairer
	4213-91	Apprentice Saw Maker and Repairer
	4213-91	Apprentice Watch and Clock Repairer
	4313-11	Radio and Television Repairer
	4907-13	Boat Builder and Repairer
	4915-13	Shoe Repairer
	4915-91	Apprentice Shoemaker and Repairer
	4925-91	Apprentice Musical Instrument Maker and Repairer
	4925-99	Stringed Instrument Repairer
	7413-21	Plywood and Veneer Repairer
REPAIRERS	4925-01	Supervisor, Musical Instrument Makers and Repairers
REPAIRING	4915-01	Supervisor, Shoemaking and Repairing Tradespersons
REPORTER	2807-13	Reporter
	5101-15	Court and Hansard Reporter

KEYWORD INDEX OF STRUCTURE TITLES

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KEYWORD	CODE	TITLE
REPRESENTATIVE	5503-11	Circulation Representative
	6103-11	Life Assurance Representative
	6105-11	Real Estate Sales Representative
	6201-11	Sales Representative (Chemical Products)
	6201-13	Sales Representative (EDP Equipment)
	6201-15	Sales Representative (Medical, Dental and Veterinary Equipment)
	6201-17	Sales Representative (Communications Equipment)
	6201-17	Sales Representative (Electronic Equipment except EDP)
	6201-19	Sales Representative (Toys and Sporting Goods)
	6201-21	Sales Representative (Advertising)
	6201-21	Sales Representative (Business Services)
	6201-23	Sales Representative (Books and Paper Products)
	6201-25	Sales Representative (Builders' Hardware)
	6201-27	Sales Representative (Floor Coverings and Furniture)
	6201-29	Sales Representative (Food, Drink and Tobacco Products)
	6201-31	Sales Representative (Household Goods and Domestic Hardware)
	6201-33	Sales Representative (Toiletries)
	6201-35	Sales Representative (Pharmaceuticals)
	6201-37	Sales Representative (Textiles, Clothing and Footwear)
	6201-99	Sales Representative (Jewellery and Watches)
	6201-99	Sales Representative (Musical Goods)
	6201-99	Sales Representative (Photographic Equipment and Supplies)
	6201-99	Sales Representative (Printing)
REPRODUCER	4903-11	Antique Furniture Reproducer
REPRODUCTION	3903-01	Supervisor, Sound Recording and Reproduction Equipment Operators
	4503-01	Supervisor, Graphic Reproduction Tradespersons
	4503-91	Apprentice Graphic Reproduction Tradesperson
	7435-11	Microfiche Reproduction Operator
RESAWYER	7413-13	Resawyer
RESCUE	3303-25	Air Observer (Rescue)
	3303-25	Aircraft Crewman/woman (Military and Rescue)
	3303-25	Helicopter Observer (Rescue)
RESEARCH	1399-13	Market Research Manager
	1399-13	Research and Development Manager
	1399-13	Research Manager
	2199-15	Research Meteorologist
	2907-99	Market Research Analyst
	2909-11	Operations Research Analyst
	2999-15	Research Workers nec
	3103-11	Chemical Research Technical Officer
	5999-19	Market Research Interviewer
RESERVATIONS	6405-11	Reservations Clerk
RESIDENTAL	3901-15	Residential Care Worker
RESORT	1505-11	Resort Manager
RESOURCE	2407-11	Resource Teacher
RESTAURANT	1503-11	Restaurant and Catering Managing Supervisor
RESTAURATEUR	1503-11	Restaurateur
RESTORER	4903-11	Antique Furniture Restorer

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
RETAIL	2307-15	Retail Pharmacist
	3913-15	Retail Buyer
RETARDATION	3401-17	Registered Mental Retardation Nurse
RETICULATION	3203-11	Sewage Reticulation Drafting Officer
RETORT	4403-11	Retort Setter (Bricklaying)
	7431-27	Food Processing Retort Operator
RETOUCHER	3999-25	Photograph Retoucher
	4503-15	Retoucher and Planner (Printing)
RETREADER	7409-11	Tyre Retreader
REVISER	4503-13	Cylinder Reviser
REWINDER	7415-13	Paper Rewinder Operator
RHEUMATOLOGIST	2303-99	Rheumatologist
RIDER	5605-11	Despatch Rider (Army)
RIFLEMAN	7499-19	Rifleman
RIG	7317-11	Service Rig Operator
RIGGER	4999-27	Parachute Rigger
	8405-13	Rigger (Construction)
RIGGER'S	8405-13	Rigger's Assistant
RING	4923-11	Ring Maker
RIPSAW	7413-13	Ripsaw Operator
ROAD	3203-11	Road Design Draftsperson
	7105-13	Road Train Driver
	7207-13	Road Roller Operator
	7299-99	Road Linemaker
	7299-99	Road Sweeper Operator
	8409-01	Road Ganger
	8409-11	Road Maintenance Worker
	8909-11	Freight Handler (Road and Rail)
ROASTER	7315-15	Ore Roaster Operator
ROASTING	7315-01	Supervisor, Roasting Plant Operators
ROCK	7201-29	Hydraulic Rock Breaker Operator
	7317-11	Rock Drill Operator
RODDING	7399-33	Rodding Press Operator
ROLL	7409-99	Rubber Roll Builder
ROLLER	7207-13	Road Roller Operator
	7399-13	Metal Roller
	7409-99	Rubber Roller Grinder Operator
ROLLING	4203-17	Sheetmetal Rolling Machine Operator
	7399-13	Metal Rolling Mill Operator

KEYWORD	CODE	TITLE
ROLLING (cont.)	7399-13	Rolling Mill Assistant
ROOF	4409-11	Roof Plumber
	4411-01	Supervisor, Roof Slaters and Tilers
	4411-11	Roof Fixer
	4411-11	Roof Shingler
	4411-11	Roof Slater and Tiler
	4411-91	Apprentice Roof Slater and Tiler
	8101-13	Roof Slater and Tiler's Assistant
	8415-11	Roof Bolter (Mining)
ROOM	4101-01	Supervisor, Tool Room
	6505-01	Dining Room Host/Hostess
	6505-15	Dining Room Attendant
	6599-13	Auction Room Attendant
	7301-11	Power Generation Turbine Room Operator
	7435-11	Dark Room Attendant
	8199-41	Bread Room Hand
ROPE	7425-19	Rope and Cord Making Machine Operator
ROSTER	5905-11	Roster Clerk
ROTARY	7209-13	Rotary Hoe Operator
	7317-11	Rotary Drill Operator
ROTATIONAL	7407-15	Rotational Moulding Machine Operator
ROUGHNECK	8415-13	Roughneck
ROUNDSMAN/WOMAN	2807-13	Roundsman/woman (News)
ROUSEABOUT	8201-15	Rouseabout
ROUSTABOUT	8415-13	Roustabout
ROUTER	4901-11	Program Router Cutter
RUBBER	7409-01	Supervisor, Rubber Production Machine Operators
	7409-99	Rubber Knitting Machine Operator
	7409-99	Rubber Roll Builder
	7409-99	Rubber Roller Grinder Operator
	8199-25	Rubber and Plastics Factory Hand
	8199-25	Rubber and Plastics Products Labourer
SACK	7433-99	Sack and Bag Filler
SADDLER	4917-11	Saddler
SAFEMAKER	4213-15	Safemaker
SAFETY	1309-11	Occupational Health and Safety Manager
	2219-11	Air Safety Engineer
	2219-17	Safety Engineer
	3905-13	Safety Inspector
	3905-27	Corporate Safety Officer
	4999-27	Aircraft Safety Equipment Worker
SAILMAKER	4917-15	Sailmaker
	4917-91	Apprentice Sailmaker
SAILOR	8925-11	Sailor

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
SALES	1303-11	Sales and Marketing Manager
	6105-11	Real Estate Sales Representative
	6201-11	Sales Representative (Chemical Products)
	6201-13	Sales Representative (EDP Equipment)
	6201-15	Sales Representative (Medical, Dental and Veterinary Equipment)
	6201-17	Sales Representative (Communications Equipment)
	6201-17	Sales Representative (Electronic Equipment except EDP)
	6201-19	Sales Representative (Toys and Sporting Goods)
	6201-21	Sales Representative (Advertising)
	6201-21	Sales Representative (Business Services)
	6201-23	Sales Representative (Books and Paper Products)
	6201-25	Sales Representative (Builders' Hardware)
	6201-27	Sales Representative (Floor Coverings and Furniture)
	6201-29	Sales Representative (Food, Drink and Tobacco Products)
	6201-31	Sales Representative (Household Goods and Domestic Hardware)
	6201-33	Sales Representative (Toiletries)
	6201-35	Sales Representative (Pharmaceuticals)
	6201-37	Sales Representative (Textiles, Clothing and Footwear)
	6201-99	Sales Representative (Jewellery and Watches)
	6201-99	Sales Representative (Musical Goods)
	6201-99	Sales Representative (Photographic Equipment and Supplies)
	6201-99	Sales Representative (Printing)
	6301-01	Sales Department Manager
	6301-01	Supervisor, Sales Assistants
	6301-11	Sales Assistant (Hardware and Gardening Supplies)
	6301-13	Sales Assistant (Fabrics, Clothing and Footwear)
	6301-15	Sales Assistant (Food and Drink Products)
	6301-17	Sales Assistant (Furniture, Floor Coverings and Household Goods)
	6301-19	Sales Assistant (Caravans and Motor Vehicles)
	6301-21	Sales Assistant (Office Supplies)
	6301-21	Sales Assistant (Stationery, Newspapers and Books)
	6301-23	Sales Assistant (Pharmaceutical Products and Toiletries)
	6301-25	Sales Assistant (Tyres)
	6301-25	Sales Assistant (Vehicle Parts and Accessories)
	6301-99	Sales Assistant (EDP and Office Equipment)
	6301-99	Sales Assistant (Musical Equipment and Supplies)
	6301-99	Sales Assistant (Photographic Equipment and Supplies)
	6301-99	Sales Assistant (Sports Equipment and Toys)
	6301-99	Sales Assistant (Watches and Jewellery)
	6501-01	Supervisor, Street Vendors, Canvassers and Sales Drivers
	6599-15	Sales Demonstrator
SALESPERSON	6105-11	Real Estate Salesperson
	6501-13	Cash Van Salesperson
	6501-15	Door-to-Door Salesperson
	6599-17	Rental Salesperson
SALVAGE	8415-11	Salvage Miner
SALVATION	2607-11	Salvation Army Officer
SAMMYING	7423-11	Sammying Machine Operator
SAMPLE	4911-13	Apparel Sample Hand
	8109-15	Coal Sample Tester
SAMPLER	8415-11	Mine Sampler
SANDBLASTER	7499-99	Sandblaster
SANDER	4901-11	Automatic Profile Sander Operator

KEYWORD INDEX OF STRUCTURE TITLES

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KEYWORD	CODE	TITLE
SATURATION	4999-19	Saturation Technician
	4999-21	Saturation Diver
SAUCE	7431-27	Fruit Conserve and Sauce Maker
SAW	4213-17	Saw Doctor
	4213-17	Saw Maker and Repairer
	4213-17	Saw Sharpener
	4213-91	Apprentice Saw Maker and Repairer
	4901-11	Panel Saw Operator
	7413-01	Supervisor, Saw Operators
	7413-13	Trim Saw Operator
SAWMILL	7413-15	Sawmill Docker
	7413-99	Sawmill Moulder Operator
	8199-13	Sawmill Labourer
SAWS	7431-19	Poultry Saws Operator
SAWYER	7413-11	Breakdown Sawyer
	7413-11	Head Sawyer
	7413-13	Cant Gang Sawyer
	7419-15	Stone Sawyer
SCAFFOLDER	8405-11	Scaffolder
SCALEMAKER	4213-11	Scalemaker and Adjuster
SCANNER	4503-15	Electronic Scanner Operator (Printing)
SCENE	2801-99	Scene Painter (Performing Arts)
SCENERY	4401-11	Prop and Scenery Maker
SCHEDULE	5501-11	Schedule Clerk
SCHEDULER	5501-11	Radio Traffic Scheduler
SCHEDULING	5501-11	Production Scheduling Clerk
SCHOOL	1317-11	School Principal
	2401-11	Pre-Primary School Teacher
	2403-01	Senior Teacher, Infant-Primary School
	2403-11	Infant School Teacher
	2403-11	Junior Primary School Teacher
	2403-11	Primary School Teacher
	2405-01	Senior Teacher, Secondary School
	2405-11	Secondary School Teacher
	2405-11	Secondary School Teacher-Librarian
	2503-01	Head of School (TAFE)
	2505-23	Ground School Instructor
	2903-13	School Psychologist
	2905-13	School Inspector
	2905-13	School Superintendent
	8301-13	School Cleaner
	8999-99	School Crossing Attendant
SCIENCE	3103-15	Earth Science Technical Officer
	3103-15	Soils Science Technical Officer
	3103-17	Earth Science Technician
	3103-17	Soil Science Technician

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
SCIENCE (cont.)	3103-25	Life Science Technical Officer
	3103-27	Life Science Technician
SCIENTIFIC	4213-11	Scientific Instrument Maker and Repairer
SCIENTIST	2107-19	Horticultural Scientist
	2107-19	Plant Scientist
	2107-25	Forest Scientist
	2109-11	Clinical Laboratory Scientist
	2109-11	Medical Laboratory Scientist
	2109-13	Clinical Physical Scientist
	2199-11	Environmental Scientist
	2199-13	Soil Scientist
	2217-17	Ceramics Scientist
	2217-17	Materials Scientist
	2217-17	Polymer Scientist
	2707-23	Computer Scientist
	2907-99	Political Scientist
SCOURING	7421-15	Wool Scouring Operator
SCRAP	6501-11	Scrap Materials Buyer
	6501-11	Scrap Merchant
SCRAPER	7201-13	Scraper Operator (Earthmoving)
SCREEN	4511-01	Supervisor, Screen Printers
	4511-11	Screen Printer
	4511-11	Screen Printing Stencil Preparer
	4511-91	Apprentice Screen Printer
	8401-13	Shower Screen Installer
	8415-15	Screen and Loadout Attendant
SCREENSMAN/WOMAN	7431-11	Screensman/woman
SCREENWRITER	2809-11	Screenwriter
SCRIP	5303-13	Scrip Clerk (Stockbroking)
SCRIPT	2809-11	Script Writer
	2809-15	Script Editor
SCULPTOR	2801-13	Sculptor
SCYTHE	7209-13	Auto Scythe Operator
SEAGRASS	8299-99	Kelp and Seagrass Gatherer
SEAM	7317-11	Coal Seam Drill Operator
SEAMAN	3305-13	Seaman Officer (Navy)
SEAMAN/WOMAN	8925-11	Seaman/woman
SEAMSTRESS	4911-13	Seamstress
SEARCHER	5907-13	Title Searcher
SECOND	2407-99	Teacher of English as a Second Language
	4103-19	Metal Machinist (Second Class)
	4203-17	Sheetmetal Worker (Second Class)
	4205-19	Welder (Second Class)

KEYWORD INDEX OF STRUCTURE TITLES**S**

KEYWORD	CODE	TITLE
SECOND (cont.)	4209-15	Electroplater (Second Class)
SECONDARY	2217-13	Secondary Metallurgist
	2405-01	Senior Teacher, Secondary School
	2405-11	Secondary School Teacher
	2405-11	Secondary School Teacher-Librarian
SECRETARIES	5101-01	Supervisor, Office Secretaries and Stenographers
SECRETARY	1201-11	Trade Union Secretary
	1301-11	Company Secretary
	3999-99	Agricultural Secretary
	5101-11	Legal Secretary
	5101-11	Office Secretary
	5101-11	Personal Secretary
	5101-11	Stenographic Secretary
SECTION	1313-11	Section Head (Public Service)
SECURITIES	6101-11	Securities Dealer
SECURITY	2707-25	EDP Security Analyst
	8401-13	Security Door Installer
	8911-01	Supervisor, Guards and Security Officers
	8911-11	Railway Security Guard
	8911-13	Security Guard
	8911-13	Security Officer
	8911-13	Security Patrol Officer
SEED	1401-11	Seed Farmer
	8201-99	Seed Cleaner and Pickler
SEISMIC	3103-17	Seismic Prospecting Observer
	8411-11	Seismic Survey Assistant
SEISMOGRAPH	4909-11	Seismograph Shooter
SEISMOLOGIST	2103-13	Seismologist
SELECTION	2999-99	Military Personnel Selection Assessor
SELLER	6405-11	Ticket Seller
	8901-13	Program Seller
SEMI-TRAILER	7105-13	Semi-Trailer Driver
SENATOR	1101-11	Senator
SENIOR	2403-01	Senior Teacher, Infant-Primary School
	2405-01	Senior Teacher, Secondary School
	6609-01	Senior Flight Attendant
	6609-01	Senior Railway Steward
SEPARATION	3103-17	Mineral Separation Technician
SEPARATOR	7399-11	Ore Separator Operator
	8199-33	Offal Separator
SEPTIC	4409-15	Septic Tank Installer
SERGEANT	3501-01	Police Station Sergeant
	3999-33	Company Sergeant Major

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
SERGEANT (cont.)	3999-33	Regimental Sergeant Major
SERVICE	1313-11	Public Service Manager
	1313-11	Section Head (Public Service)
	1501-11	Service Station Manager
	3303-13	Flight Service Officer
	3303-93	Trainee Flight Service Officer
	4103-11	Service Filter
	5601-13	Customer Service Officer
	6403-11	Service Station Console Operator
	6505-11	Formal Service Waiter/Waitress
	6505-11	Silver Service Waiter/Waitress
	6599-19	Service Counter Clerk
	6599-21	Service Station Attendant
	7317-11	Service Rig Operator
	8911-13	Protective Service Officer
SERVICEMAN/WOMAN	4311-15	Telecommunications Line Serviceman/woman
SERVICEMAN/WOMAN-IN-TRAINING	4311-91	Telecommunications Line Serviceman/woman-in- Training
SERVICEPERSON	8921-13	Hospital Food Serviceperson
	8999-99	Pool Serviceperson
SERVICER	4303-13	Electrical Appliance Servicer
	4313-11	Radio and Television Servicer
	4313-91	Apprentice Radio and Television Servicer
	4315-11	Office Equipment Servicer
	4315-13	Computer Servicer
	4315-91	Apprentice Office Equipment and Computer Servicer
	4315-91	Trainee Office Equipment and Computer Servicer
	4399-13	Poker Machine Servicer
	4399-13	Vending Machine Servicer
SERVICERS	4313-01	Supervisor, Radio and Television Servicers
	4315-01	Supervisor, Office Equipment and Computer Servicers
SERVICES	3905-99	Postal Services Field Manager
	6201-21	Sales Representative (Business Services)
	6405-11	Airline Traffic Officer (Passenger Services)
SET	2805-13	Set Designer
SETTER	4103-13	Machine Setter (Metal)
	4103-17	Die Setter
	4403-11	Retort Setter (Bricklaying)
	4407-13	Fibrous Plaster Setter
	4901-11	Woodworking Machine Setter
	4923-11	Gem Setter
	7407-11	Cellular Plastics Machine Setter
	7407-11	Plastics Extruding Machine Setter
	7407-11	Plastics Moulding Machine Setter
	7407-11	Plastics Production Machine Setter
	7407-11	Thermoforming Machine Setter
	7415-15	Carton Cutting and Crease Forme Setter
SETTER-OUT	4401-13	Joinery Setter-out
SEWAGE	3203-11	Sewage Reticulation Drafting Officer
	7399-29	Sewage Plant Operator

KEYWORD INDEX OF STRUCTURE TITLES**S**

KEYWORD	CODE	TITLE
SEWER	7427-13	Glove Sewer
SEWING	4103-11	Sewing Machine Mechanic
	4103-91	Apprentice Sewing Machine Mechanic
	7427-01	Supervisor, Textile Sewing Machinists
	7427-11	Textile Sewing Machinist (Single Needle)
	7427-13	Textile Sewing Machinist (Multi Needle)
SHACKLER	8199-33	Stunner and Shackler (Abattoir)
SHAFT	7317-11	Shaft Sinker
SHALLOW	4999-23	Shallow Water Diver
SHARPENER	4213-17	Saw Sharpener
	7405-11	Knife Sharpener
SHAVING	7423-11	Leather Splitting and Shaving Machine Operator
SHEARER	4929-11	Shearer
SHEARERS'	4705-99	Shearers' Cook
SHEARING	4929-01	Overseer, Shearing Shed
	4929-01	Shearing Contractor
	4929-03	Shearing Shed Expert
	8201-15	Shearing Shed Hand
SHEATHER	7407-25	Wire Sheather
SHEATHING	7407-25	Sheathing Extruder
SHED	4929-01	Overseer, Shearing Shed
	4929-03	Shearing Shed Expert
	8201-15	Shearing Shed Hand
SHEEP	1401-21	Sheep Farm Manager
	1401-21	Sheep Farmer
	1401-21	Sheep Station Manager
	1401-21	Sheep Stud Farmer
SHEET	7407-19	Plastics Sheet Press Operator
	8199-25	Plastic Sheet Fabricator
SHEETMETAL	4203-01	Supervisor, Sheetmetal Tradespersons
	4203-11	Sheetmetal Patternmaker
	4203-11	Sheetmetal Worker (First Class)
	4203-17	Sheetmetal Rolling Machine Operator
	4203-17	Sheetmetal Worker (Second Class)
	4203-91	Apprentice Sheetmetal Tradesperson
SHELF	8907-11	Shelf Stacker (Store)
SHERIFF	5907-99	Sheriff
SHERIFF'S	5907-99	Sheriff's Officer
SHIFT	7201-01	Shift Boss (Mining)
SHINGLER	4411-11	Roof Shingler
SHIP'S	3305-11	Merchant Ship's Captain

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
SHIP'S (cont.)	3305-11	Ship's Captain
	3305-11	Ship's Master
	3305-11	Ship's Pilot
	3305-13	Ship's Mate
	3305-13	Ship's Navigating Officer
	3305-13	Ship's Officer
	3307-11	Ship's Engineer Officer
	3999-99	Ship's Purser
	4907-11	Ship's Carpenter
	4907-91	Apprentice Ship's Carpenter
SHIPBUILDING	3299-99	Shipbuilding Design Drafting Officer
SHIPPING	1307-11	Shipping Manager
	5503-11	Shipping Clerk
	7307-11	Petroleum Shipping Plant Operator
SHIPWRIGHT	4907-11	Shipwright
	4907-91	Apprentice Shipwright
SHIRT	8105-99	Shirt Packer
SHOE	4915-13	Shoe Repairer
SHOEMAKER	4915-11	Bespoke Shoemaker
	4915-11	Shoemaker
	4915-11	Surgical Shoemaker
	4915-91	Apprentice Shoemaker and Repairer
SHOEMAKING	4915-01	Supervisor, Shoemaking and Repairing Tradespersons
	7429-11	Inker Machine Operator (Shoemaking)
	7429-11	Shoemaking Cementer
	7429-11	Shoemaking Finisher
	7429-11	Shoemaking Machine Operator
	7429-11	Shoemaking Table Hand
SHOOTER	4909-11	Seismograph Shooter
SHOOTER-TRAPPER	8299-11	Shooter-Trapper
SHOP	1501-11	Shop Manager
	4401-11	Shop Fitter
	6301-15	Bottle Shop Attendant
	6301-23	Chemist Shop Assistant
SHORTHAND-TYPIST	5101-13	Shorthand-Typist
SHOT	8101-99	Shot Firer's Assistant
SHOT-FIRER	4909-11	Shot-firer
SHOVEL	7201-21	Mining Shovel Operator
	7201-91	Shovel Greaser
	7201-91	Shovel Oiler
SHOWCARD	3999-17	Showcard Ticket Writer
SHOWER	8401-13	Shower Screen Installer
SHRINK	7433-99	Shrink Wrap Operator
SHUCKER	8925-13	Abalone Shucker

KEYWORD	CODE	TITLE
SHUNTER	7399-19	Railway Shunter
SIGNALLER	3999-99	Signaller (Defence Forces)
SIGNALLING	7399-19	Railway Switching and Signalling Operator
SIGNCRAFTSMAN/WOMAN	4405-15	Signcraftsman/woman
SIGNWRITER	4405-15	Signwriter
	4405-91	Apprentice Painter, Decorator and Signwriter
SIGNWRITER'S	8101-13	Signwriter's Assistant
SIGNWRITERS	4405-01	Supervisor, Painters, Decorators and Signwriters
SILVER	6505-11	Silver Service Waiter/Waitress
	7435-13	Silver Recovery Operator
SILVERER	4921-11	Glass Silverer
SILVERSMITH	4923-15	Silversmith
	4923-91	Apprentice Silversmith
SINGER	2815-13	Concert and Opera Singer
	2815-15	Popular Singer
	2815-99	Chorus Singer
SINGING	2505-13	Singing Teacher (Private)
SINGLE	7427-11	Textile Sewing Machinist (Single Needle)
SINKER	4101-11	Die Sinker
	7317-11	Shaft Sinker
	7317-11	Winze Sinker
SISTER	2607-11	Religious Sister
	3401-01	Charge Sister
SITTER	6601-15	Baby Sitter
SIZE-GRADING	7431-99	Food Size-grading Operator
SIZER	7425-11	Warp Sizer
SKIDDER	7205-11	Skidder Operator
SKIN	3913-13	Hide and Skin Buyer
	3999-37	Hide and Skin Classer
	7423-01	Supervisor, Hide and Skin Processing Machine Operators
	7423-11	Hide and Skin Fleshing Machine Operator
	7423-11	Hide and Skin Processing Machine Operator
	8199-27	Hide and Skin Processing Labourer
SKINNER	8199-33	Animal Skinner
SKIPMAN/WOMAN	7313-11	Skipman/woman
SKIPPER	3305-11	Pearling Skipper
SLAB	8403-11	Concrete Slab Layer
SLASHER	7425-11	Textile Slasher

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
SLATER	4411-11	Roof Slater and Tiler
	4411-91	Apprentice Roof Slater and Tiler
	8101-13	Roof Slater and Tiler's Assistant
SLATERS	4411-01	Supervisor, Roof Slaters and Tilers
SLAUGHTERMAN/WOMAN	4701-15	Slaughterman/woman
	4701-91	Apprentice Slaughterman/woman
	8199-37	Poultry Slaughterman/woman
SLEEPER	8203-15	Sleeper Cutter
SLEEPING	6609-15	Railway Conductor (Sleeping Car)
SLICER	7413-19	Veneer Lathe and Slicer Operator
	8199-35	Meat Boner and Slicer
SLIDE	7435-11	Slide Developer
SLINGER	8499-13	Slinger
SMALL	4505-19	Small Offset Printing Machinist
	4601-13	Small Engine Mechanic
	4601-91	Apprentice Small Engine Mechanic
SMALLGOODS	4701-01	Supervisor, Smallgoods Makers
	4701-13	Smallgoods Maker
	4701-91	Apprentice Smallgoods Maker
	7431-19	Smallgoods Machine Operator
SMELTING	2207-11	Smelting Engineer
	7315-01	Supervisor, Smelting Plant Operators
	7315-11	Smelting Furnace Operator
SMITH	4201-11	Forging Smith
	4923-15	Precious Metal Smith
SMOKEHOUSE	7431-19	Fish Smokehouse Operator
	7431-19	Meat Smokehouse Operator
SMUTTERMAN/WOMAN	7431-11	Smutterman/woman
SNUBBING	7317-11	Snubbing Unit Operator
SOAKING	7315-13	Soaking Pit Furnace Operator
SOAP	7411-11	Soap Maker
SOCIAL	2601-11	Social Planner and Administrator
	2601-13	Community Social Worker
	2601-15	Social Case Worker
	3901-15	Social Worker Associate
SOCIETY	1507-11	Building Society Manager
SOCIOLOGIST	2907-99	Sociologist
SOFT	7431-15	Soft Drink and Syrup Making Machine Operator (except Dairy)
	7431-15	Soft Drink Mixer
SOFTWARE	2707-13	Software Programmer
	2707-19	Computer Systems Designer (Software)

KEYWORD	CODE	TITLE
SOFTWARE (cont.)	2707-19	Computer Systems Engineer (Software)
	2707-19	Software Engineer
SOFTWOOD	8203-11	Softwood Faller
SOIL	2107-23	Soil Zoologist
	2107-99	Soil Biologist
	2199-13	Soil Conservationist
	2199-13	Soil Scientist
	3103-17	Soil Science Technician
SOILS	3103-15	Soils Science Technical Officer
SOLDERER	4205-19	Solderer
SOLICITOR	2605-13	Solicitor
SOLID	4407-11	Solid Plasterer
SOLUTION	7399-11	Ore Treating Solution Operator
SONAR	3999-99	Sonar Operator
SONGWRITER	2815-19	Songwriter
SORTER	5403-11	Mail Sorter
	8917-11	Linen Sorter
SORTERS	5403-01	Supervisor, Mail Sorters
SORTING	5499-11	Other Filing, Sorting and Copying Clerks
SOUND	3903-01	Supervisor, Sound Recording and Reproduction Equipment Operators
	3903-11	Dubbing Projectionist (Sound Mixing)
	3903-11	Sound Editor
	3903-11	Sound Mixer
	3903-11	Sound Recordist
	3903-11	Sound Technician
	3903-11	Video and Sound Recorder
	3903-99	Sound Effects Person
SOUS-CHEF	4705-11	Sous-Chef
SPECIAL	3903-99	Special Effects Person
	4205-17	Welder (Special Class)
	4309-13	Electrician (Special Class)
	6601-99	Special Teaching Assistant
SPECIALIST	2303-19	Orthopaedic Specialist
	2303-23	Nuclear Medicine Specialist
	2303-27	Cardio-vascular Specialist
	2303-27	Thoracic Specialist
	2303-31	Ear, Nose and Throat Specialist
	2303-39	Orthopaedic Rehabilitation Specialist
	2303-39	Prosthetics and Orthotics Rehabilitation Specialist
	2303-39	Specialist in Rehabilitation Medicine
	2303-39	Spinal Injuries Rehabilitation Specialist
	2303-39	Vocational Rehabilitation Specialist
	2303-41	Infectious Diseases Specialist
	2303-41	Specialist Physician
	2303-99	Industrial Medicine Specialist

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KEYWORD	CODE	TITLE
SPECIALIST (cont.)	2303-99	Occupational Medicine Specialist
	2303-99	Renal Specialist
	2305-13	Dental Specialist
	2399-99	Chinese Medicine Specialist
	7299-99	Specialist Vehicles Operator (Army)
SPECTROSCOPIC	3103-19	Spectroscopic Technical Officer
SPEECH	2315-11	Speech Pathologist
	2315-11	Speech Therapist
SPINAL	2303-39	Spinal Injuries Rehabilitation Specialist
	3401-99	Spinal Injuries Nurse
SPINNER	4203-15	Metal Spinner
	4203-91	Apprentice Metal Spinner
SPINNERS	4203-01	Supervisor, Metal Spinners
SPINNING	7421-11	Yarn Carding and Spinning Machine Operator
SPIRIT	7431-17	Spirit Blender
SPLICING	7413-19	Veneer Splicing Machine Operator
SPLITTER	8199-35	Carcass Splitter
SPLITTING	7423-11	Leather Splitting and Shaving Machine Operator
SPOOLER	7435-13	Film Spooler
SPORT	3915-11	Coach (Sport)
	3915-19	Linesman/woman (Sport)
SPORTING	4803-01	Sporting Facility Curator
	6201-19	Sales Representative (Toys and Sporting Goods)
SPORTS	1599-13	Sports Centre Administrator
	1599-13	Sports Centre Manager
	2505-99	Sports Instructor
	2903-15	Sports Psychologist
	3915-11	Sports Trainer
	6301-99	Sales Assistant (Sports Equipment and Toys)
SPORTSPERSONS	3915-15	Other Sportspersons
SPRAY	8107-11	Industrial Spray Painter
SPRAYER	7405-11	Metal Sprayer
	7405-11	Plasma Sprayer
	7405-11	Thermal Sprayer
SPRINGMAKER	4201-11	Springmaker
SPRINGMAKING	7405-11	Springmaking Machine Operator
SPRINKLER	4409-11	Sprinkler Fitter
	4409-91	Apprentice Sprinkler Fitter
STABLE	8201-11	Stable Hand
STACKER	7309-11	Ore Stacker Operator

KEYWORD	CODE	TITLE
STACKER (cont.)	8199-13	Timber Stacker
	8907-11	Shelf Stacker (Store)
STAFF	2705-15	Staff Development Officer
STAGE	2811-11	Art Director (Television, Film or Stage)
	2811-15	Director (Film or Stage)
	2811-21	Stage Manager
	8999-99	Stage Assistant
STAGEHAND	8999-99	Stagehand
STAKING	7423-11	Staking Machine Operator
STAMP	5999-99	Stamp Classifier
STATION	1401-17	Beef Cattle Station Manager
	1401-21	Sheep Station Manager
	1501-11	Service Station Manager
	1599-21	Railway Station Master/Mistress
	1599-99	Stock and Station Agency Manager
	3501-01	Police Station Sergeant
	6403-11	Service Station Console Operator
	6599-21	Service Station Attendant
	7301-11	Hydro-electric Station Operator
	8201-11	Station Hand
STATIONARY	7303-11	Stationary Engine and Boiler Operator
	7399-01	Supervisor, Other Stationary Plant Operators
STATIONER	1501-11	Stationer
STATIONERY	6301-21	Sales Assistant (Stationery, Newspapers and Books)
STATISTICAL	5305-01	Supervisor, Statistical and Actuarial Clerks
	5305-11	Statistical Clerk
STATISTICIAN	2909-13	Mathematical Statistician
	2909-13	Statistician
STEEL	4205-01	Supervisor, Structural Steel, Boilermaking and Welding Tradespersons
	4205-13	Structural Steel Tradesperson
	4205-91	Apprentice Structural Steel Tradesperson
	4205-91	Apprentice Structural Steel, Boilermaking and Welding Tradesperson
	7401-13	Teemer (Iron and Steel)
	8405-15	Steel Fixer
STEELMAKING	8405-17	Structural Steel Erector
	7315-11	Basic Oxygen Steelmaking Furnace Operator
STENCIL	4511-11	Screen Printing Stencil Preparer
STENOGRAPHER	5101-13	Office Stenographer
STENOGRAPHERS	5101-01	Supervisor, Office Secretaries and Stenographers
STENOGRAPHIC	5101-11	Stenographic Secretary
STEREOTYPER	4509-11	Stereotyper and Electrotyper
	4509-91	Apprentice Stereotyper and Electrotyper

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KEYWORD	CODE	TITLE
STEREOTYPERS	4509-01	Supervisor, Stereotypers and Electrotypers
STEWARD	3915-17	Race Steward
	6609-01	Chief Marine Steward
	6609-01	Senior Railway Steward
	6609-13	Marine Steward
	6609-15	Railway Steward
	6699-99	Military Steward
STEWARD/STEWARDESS	6503-11	Bar Steward/Stewardess
	6505-13	Wine Steward/Stewardess
	6505-15	Food Steward/Stewardess
STEWARDS	6609-01	Supervisor, Travel Stewards
STICKER	8199-33	Abattoir Sticker
STOCK	1599-99	Stock and Station Agency Manager
	5505-01	Supervisor, Stock and Purchasing Clerks
	5505-11	Stock Clerk
	6101-11	Stock Exchange Dealer
	6101-11	Trading Floor Operator (Stock Exchange)
	7105-13	Stock Transport Driver
	7413-17	Timber Stock Cutter
STOCKBROKING	1599-99	Stockbroking Firm Manager
	5303-13	Scrip Clerk (Stockbroking)
	5303-13	Stockbroking Clerk
STOCKFEED	4799-11	Stockfeed Miller
	7431-11	Stockfeed Milling Machine Operator
STOCKMAN/WOMAN	8201-11	Stockman/woman
STONE	4999-15	Stone Fixer
	7399-11	Ore and Stone Crusher Operator
	7419-01	Supervisor, Clay and Stone Processing Machine Operators
	7419-15	Stone Polisher
	7419-15	Stone Processing Machine Operator
	7419-15	Stone Sawyer
STONEMASON	4999-15	Stonemason
	4999-91	Apprentice Stonemason
STONEMASONRY	7419-15	Stonemasonry Machinist
STOPE	4909-13	Stope Miner
STORE	1501-11	Hardware Store Manager
	8907-11	Shelf Stacker (Store)
STOREKEEPER	1501-11	General Storekeeper
STOREMAN/WOMAN	8907-11	Storeman/woman
STOREMEN/WOMEN	8907-01	Supervisor, Storemen/women
STORES	5505-11	Stores Clerk
	8907-11	Stores Assistant
	8907-11	Stores Despatch Hand
STRADDLE	7203-13	Straddle Carrier Operator

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KEYWORD	CODE	TITLE
STRAPPER	8201-11	Strapper
STRAPPING	7433-99	Strapping Machine Attendant
STREAM	3905-25	Stream Control Officer
STREET	6501-01	Supervisor, Street Vendors, Canvassers and Sales Drivers
	6501-17	Street Vendor
STRESS	7413-99	Machine Stress Grader Operator
STRIKER	8101-11	Blacksmith's Striker
STRINGED	4925-99	Stringed Instrument Repairer
STRIPPER	8403-11	Concrete Formwork Stripper
STRIPTease	2813-13	Striptease Artist
STRUCTURAL	2209-11	Structural Engineer
	3203-11	Structural Design Draftsperson
	3203-11	Structural Engineering Drafting Officer
	4205-01	Supervisor, Structural Steel, Boilermaking and Welding Tradespersons
	4205-13	Structural Boilermaker
	4205-13	Structural Metal Fabricator
	4205-13	Structural Steel Tradesperson
	4205-91	Apprentice Structural Steel Tradesperson
	4205-91	Apprentice Structural Steel, Boilermaking and Welding Tradesperson
	8405-17	Structural Steel Erector
STRUCTURES	4405-11	Industrial Painter (Structures)
STUD	1401-17	Beef Cattle Stud Farmer
	1401-19	Dairy Cattle Stud Farmer
	1401-21	Sheep Stud Farmer
	1401-27	Horse Stud Farmer
	1401-27	Horse Stud Manager
	1401-27	Stud Master/Mistress
	8201-11	Stud Hand
STUDENT	2603-99	Student Counsellor
	2607-11	Student Minister
	3401-91	Student Registered Nurse
	3401-91	Student Registered Psychiatric Nurse
	6603-91	Student Enrolled Nurse
STUDENTS	2407-13	Teacher of Disabled or Gifted Students
STUDIES	2407-99	Teacher of Multi-cultural Studies
STUDIO	1305-13	Studio Manager
	3999-23	Photographic Studio Assistant
	3999-23	Photographic Studio Technician
	8999-99	Studio Hand
STUDY	2799-15	Work Study Officer
STUNNER	8199-33	Stunner and Shackler (Abattoir)
STUNTMAN/WOMAN	2817-99	Stuntman/woman
SUB-AGENT	6105-11	Real Estate Sub-agent

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KEYWORD	CODE	TITLE
SUB-EDITOR	2807-11	Sub-editor
SUBSTATION	3201-11	Substation Design Draftsperson
SUGAR	1401-13	Sugar Cane Farm Manager
	1401-13	Sugar Cane Grower
	3905-15	Sugar Cane Inspector
	7303-11	Sugar Mill Engine Driver
	7431-13	Centrifuge Operator (Sugar Processing)
	7431-13	Evaporator Boiler (Sugar Processing)
	7431-13	Sugar Boiler and Pan Operator
	7431-13	Sugar Cane Crusher Operator
	7431-13	Sugar Dryer Operator
	7431-13	Sugar Melthouse Attendant
	7431-13	Sugar Processing Machine Operator
SUPERANNUATION	5303-11	Superannuation Fund Clerk
SUPERCALENDER	7415-13	Supercalender Operator (Papermaking)
SUPERINTENDENT	1201-11	Medical Superintendent
	1315-11	Nursing Superintendent
	1399-99	Ambulance Superintendent
	1399-99	Marine Engineer Superintendent
	2905-13	School Superintendent
	3999-31	Park Superintendent
	4803-01	Golf Course Superintendent
SUPERMARKET	1501-11	Supermarket Manager
SUPERVISING	3903-01	Supervising Technician, Radio Operations
	3903-01	Supervising Technician, TV Production Operations
SUPERVISOR	1503-11	Mess Supervisor (Defence Forces)
	1503-11	Restaurant and Catering Managing Supervisor
	1599-11	Hairdressing Establishment Managing Supervisor
	3207-11	Building Construction Supervisor
	3401-01	Nursing Supervisor
	3401-01	Ward Supervisor
	3501-01	Police Supervisor
	3903-01	Lighting Supervisor
	3903-01	Supervisor, Performing Arts Support Workers
	3903-01	Supervisor, Sound Recording and Reproduction Equipment Operators
	3905-01	Supervisor, Inspectors and Regulatory Officers
	3999-01	Supervisor, Other Para-Professionals
	3999-33	Military Disciplinary Supervisor
	4101-01	Supervisor, Tool Room
	4101-01	Supervisor, Toolmakers
	4103-01	Supervisor, Metal Fitters and Machinists
	4201-01	Supervisor, Forging Tradespersons
	4203-01	Supervisor, Metal Spinners
	4203-01	Supervisor, Sheetmetal Tradespersons
	4205-01	Supervisor, Structural Steel, Boilermaking and Welding Tradespersons
	4207-01	Supervisor, Metal Casting Tradespersons
	4209-01	Supervisor, Metal Finishing Tradespersons
	4211-01	Supervisor, Aircraft Maintenance Engineers
	4213-01	Supervisor, Precision Metal Tradespersons
	4301-01	Supervisor, Electrical Powerline Tradespersons
	4303-01	Supervisor, Electrical Fitters
	4305-01	Supervisor, Automotive Electricians
	4307-01	Supervisor, Refrigeration and Air-Conditioning Mechanics

KEYWORD	CODE	TITLE
SUPERVISOR (cont.)	4309-01	Supervisor, Electrical Mechanics
	4311-01	Supervisor, Communications Equipment Tradespersons
	4311-01	Telecommunications Line Supervisor
	4313-01	Supervisor, Radio and Television Servicers
	4315-01	Supervisor, Office Equipment and Computer Servicers
	4399-01	Supervisor, Lift Mechanics
	4399-01	Supervisor, Other Electrical and Electronics Tradespersons
	4401-01	Supervisor, Carpenters and Joiners
	4403-01	Supervisor, Bricklayers
	4405-01	Supervisor, Painters, Decorators and Signwriters
	4407-01	Supervisor, Plasterers
	4409-01	Supervisor, Drainers
	4409-01	Supervisor, Gas Fitters
	4409-01	Supervisor, Plumbers
	4411-01	Supervisor, Roof Slaters and Tilers
	4413-01	Supervisor, Wall and Floor Tilers
	4501-01	Supervisor, Compositors
	4503-01	Supervisor, Graphic Reproduction Tradespersons
	4505-01	Supervisor, Printing Machinists
	4507-01	Supervisor, Binders and Finishers
	4509-01	Supervisor, Stereotypers and Electrotypers
	4511-01	Supervisor, Screen Printers
	4601-01	Supervisor, Vehicle Mechanics
	4603-01	Supervisor, Panel Beaters
	4605-01	Supervisor, Vehicle Painters
	4607-01	Supervisor, Vehicle Body Makers
	4609-01	Supervisor, Vehicle Trimmers
	4701-01	Supervisor, Abattoir Workers
	4701-01	Supervisor, Meat Tradespersons
	4701-01	Supervisor, Smallgoods Makers
	4703-01	Supervisor, Bakers and Pastrycooks
	4705-01	Supervisor, Cooks
	4799-01	Supervisor, Buttermakers
	4799-01	Supervisor, Cheesemakers
	4799-01	Supervisor, Confectioners
	4799-01	Supervisor, Millers
	4799-01	Supervisor, Other Food Tradespersons
	4801-01	Supervisor, Nurserymen/women
	4801-01	Supervisor, Plant Nursery
	4805-01	Supervisor, Landscape Gardeners
	4901-01	Supervisor, Wood Machinists and Turners
	4903-01	Supervisor, Cabinetmakers
	4905-01	Supervisor, Cane Furniture Makers
	4905-01	Supervisor, Coopers
	4905-01	Supervisor, Furniture Finishers
	4905-01	Supervisor, Other Wood Tradespersons
	4905-01	Supervisor, Picture Framers
	4905-01	Supervisor, Wood Carvers
	4907-01	Supervisor, Marine Construction Tradespersons
	4909-01	Supervisor, Blasting Tradespersons
	4911-01	Supervisor, Dressmakers
	4911-01	Supervisor, Furriers
	4911-01	Supervisor, Garment Tradespersons
	4911-01	Supervisor, Tailors
	4913-01	Supervisor, Upholsterers and Bedding Tradespersons
	4915-01	Supervisor, Shoemaking and Repairing Tradespersons
	4917-01	Supervisor, Other Leather and Canvas Tradespersons
	4919-01	Supervisor, Carpet Layers
	4919-01	Supervisor, Floor Coverers
	4921-01	Supervisor, Glass Tradespersons

KEYWORD	CODE	TITLE
SUPERVISOR (cont.)	4923-01	Supervisor, Jewellery and Precious Metalware Tradespersons
	4925-01	Supervisor, Craftworkers
	4925-01	Supervisor, Musical Instrument Makers and Repairers
	4925-01	Supervisor, Potters
	4927-01	Supervisor, Hairdressers
	4999-01	Supervisor, Other Tradespersons
	5101-01	Supervisor, Office Secretaries and Stenographers
	5103-01	Supervisor, Typists and Typist-Clerks
	5105-01	Supervisor, Word Processing Operators
	5201-01	Supervisor, Data Processing Machine Operators
	5203-01	Supervisor, Bookkeeping Machine Operators
	5203-01	Supervisor, Business Machine Operators
	5301-01	Supervisor, Accounting Clerks
	5301-01	Supervisor, Payroll Clerks
	5303-01	Supervisor, Insurance and Broking Clerks
	5305-01	Supervisor, Statistical and Actuarial Clerks
	5401-01	Supervisor, Library and Filing Clerks
	5403-01	Supervisor, Mail Sorters
	5501-01	Supervisor, Production Recording Clerks
	5503-01	Supervisor, Transport Recording and Despatching Clerks
	5505-01	Supervisor, Stock and Purchasing Clerks
	5603-01	Supervisor, Telephonists
	5605-01	Supervisor, Messengers and Delivery Officers
	5605-01	Supervisor, Postmen/women
	6103-01	Supervisor, Insurance Brokers and Agents
	6301-01	Supervisor, Sales Assistants
	6401-01	Supervisor, Tellers
	6403-01	Checkout Supervisor
	6403-01	Supervisor, Cashiers
	6501-01	Supervisor, Street Vendors, Canvassers and Sales Drivers
	6503-01	Supervisor, Bar Attendants
	6505-01	Supervisor, Waiters and Waitresses
	6609-01	Supervisor, Travel Stewards
	7107-01	Supervisor, Locomotive Drivers
	7201-01	Dragline Supervisor
	7201-01	Pit Supervisor
	7201-01	Supervisor, Excavating and Earthmoving Plant Operators
	7207-01	Supervisor, Paving and Surfacing Plant Operators
	7211-01	Supervisor, Fire Fighters
	7301-01	Supervisor, Power Generation Plant Operators
	7305-01	Supervisor, Chemical Pilot Plant Operators
	7305-01	Supervisor, Chemical Plant Operators
	7307-01	Supervisor, Oil and Gas Well Treatment Operators
	7307-01	Supervisor, Oil, Gas and Pipe Testing Operators
	7307-01	Supervisor, Petroleum and Gas Plant Operators
	7309-01	Supervisor, Bulk Materials Handling Plant Operators
	7309-01	Supervisor, Fluids Loading and Unloading Plant Operators
	7311-01	Supervisor, Crane Operators
	7313-01	Supervisor, Hoist, Winch and Lift Operators
	7315-01	Supervisor, Blast Furnace Operators
	7315-01	Supervisor, Furnace and Kiln Operators
	7315-01	Supervisor, Roasting Plant Operators
	7315-01	Supervisor, Smelting Plant Operators
	7317-01	Supervisor, Drilling Plant Operators
	7399-01	Supervisor, Other Stationary Plant Operators
	7399-29	Irrigation Supervisor
	7401-01	Supervisor, Basic Metal Products Machine Operators
	7407-01	Supervisor, Plastics Production Machine Operators
	7409-01	Supervisor, Rubber Production Machine Operators
	7411-01	Supervisor, Chemical Production Machine Operators

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KEYWORD	CODE	TITLE
SUPERVISOR (cont.)	7411-01	Supervisor, Explosives Production Machine Operators
	7411-01	Supervisor, Pharmaceuticals and Toiletries Production Machine Operators
	7413-01	Supervisor, Plywood Making Machine Operators
	7413-01	Supervisor, Saw Operators
	7413-01	Supervisor, Wood Processing Machine Operators
	7415-01	Supervisor, Paper and Paper Products Machine Operators
	7417-01	Supervisor, Glass Furnace Operators
	7417-01	Supervisor, Glass Production Machine Operators
	7419-01	Supervisor, Clay and Stone Processing Machine Operators
	7419-01	Supervisor, Concrete Products Machine Operators
	7419-01	Supervisor, Fibre Cement Machine Operators
	7421-01	Supervisor, Cotton Ginning Machine Operators
	7421-01	Supervisor, Yarn Production Machine Operators
	7423-01	Supervisor, Hide and Skin Processing Machine Operators
	7425-01	Supervisor, Fabric Production Machine Operators
	7427-01	Supervisor, Textile Sewing Machinists
	7431-01	Supervisor, Food Processing Machine Operators
	7433-01	Supervisor, Packaging Machine Operators
	7435-01	Supervisor, Photographic Developers and Printers
	7435-01	Supervisor, Photographic Film Manufacturing Operators
	7435-01	Supervisor, Photographic Products Machine Operators
	7499-01	Supervisor, Other Machine Operators
	8103-01	Supervisor, Assemblers
	8199-01	Supervisor, Other Trades Assistants and Factory Hands
	8201-01	Supervisor, Farm Hands and Assistants
	8203-01	Supervisor, Forestry Labourers
	8203-03	Supervisor, Logging Labourers
	8301-01	Supervisor, Cleaners
	8409-01	Supervisor, Paving and Surfacing Labourers
	8413-01	Supervisor, Railway Labourers
	8903-01	Supervisor, Luggage Porters
	8905-01	Supervisor, Garbage Collectors
	8907-01	Supervisor, Storemen/women
	8909-01	Supervisor, Freight and Furniture Handlers
	8911-01	Supervisor, Guards and Security Officers
	8917-01	Supervisor, Laundry Workers
	8921-01	Supervisor, Ward Helpers
	8923-01	Supervisor, Vehicle Accessories Fitters
SUPPLIES	6201-99	Sales Representative (Photographic Equipment and Supplies)
	6301-11	Sales Assistant (Hardware and Gardening Supplies)
	6301-21	Sales Assistant (Office Supplies)
	6301-99	Sales Assistant (Musical Equipment and Supplies)
	6301-99	Sales Assistant (Photographic Equipment and Supplies)
SUPPLY	1307-11	Military Supply Officer
	1307-11	Supply and Distribution Manager
	1307-11	Supply Manager
	2209-11	Water Supply Distribution Engineer
	3913-11	Supply Officer
	5505-11	Supply Clerk
SUPPORT	7399-29	Water Supply and Treatment Plant Operator
	2407-11	Educational Support Teacher
	3903-01	Supervisor, Performing Arts Support Workers
	6607-13	Family Support Worker
SURFACE	7399-11	Surface Hydraulic Fill Operator
SURFACER	4999-13	Ophthalmic Lens Surfacers and Fitters

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
SURFACING	7207-01	Supervisor, Paving and Surfacing Plant Operators
	8409-01	Supervisor, Paving and Surfacing Labourers
	8409-11	Paving and Surfacing Labourer
SURGEON	2303-19	Orthopaedic Surgeon
	2303-35	Cardiothoracic Surgeon
	2303-35	Ophthalmic Surgeon
	2303-35	Otorhinolaryngological Surgeon
	2303-35	Paediatric Surgeon
	2303-35	Plastic and Reconstructive Surgeon
	2303-35	Surgeon
	2305-13	Oral Surgeon
	2323-11	Veterinary Surgeon
SURGICAL	4805-15	Tree Surgeon
	2303-35	Surgical Oncologist
SURVEY	4915-11	Surgical Shoemaker
	3201-17	Aerial Survey Technician
	3207-15	Engineering Survey Drafting Officer
	5999-19	Survey Interviewer
	8411-11	Geological Survey Field Assistant
	8411-11	Seismic Survey Assistant
	8411-11	Survey Hand
SURVEYING	8411-11	Survey Recorder
	3207-15	Surveying Associate
SURVEYOR	3299-99	Surveying Tracer
	2203-11	Quantity Surveyor
	2205-13	Cadastral Surveyor
	2205-13	Engineering Surveyor
	2205-13	Geodetic Surveyor
	2205-13	Hydrographic Surveyor
	2205-13	Photogrammetric Surveyor
	2205-13	Surveyor
	3201-15	Flight Surveyor
	3303-17	Airways Surveyor
	3303-19	Airworthiness Surveyor
	3303-19	Airworthiness Surveyor (Airframes)
	3303-19	Airworthiness Surveyor (Electrical and Instruments)
	3303-19	Airworthiness Surveyor (Engines)
	3303-19	Airworthiness Surveyor (Radio)
	3307-13	Marine Engineer Surveyor
	3307-15	Marine Surveyor
	3905-21	Health Surveyor
SURVEYOR'S	8411-11	Surveyor's Assistant
	8411-11	Surveyor's Chainman/woman
SUTURE	7411-11	Suture Maker
SWAMPY	8203-15	Swampy
SWEEP	8301-99	Chimney Sweep
SWEEPER	7299-99	Road Sweeper Operator
SWITCHBOARD	5603-11	Switchboard Operator
SWITCHING	7399-19	Railway Switching and Signalling Operator

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KEYWORD	CODE	TITLE
SYLVICULTURIST	2107-25	Sylviculturist
SYRUP	7431-15	Soft Drink and Syrup Making Machine Operator (except Dairy)
	7431-15	Syrup Blender
SYSTEMS	1311-11	Information Systems Manager
	1311-11	Systems Manager (Data Processing)
	2707-13	Systems Programmer
	2707-17	Computer Systems Analyst
	2707-19	Computer Systems Designer (Software)
	2707-19	Computer Systems Engineer (Software)
	3201-15	Communications and Data Systems Drafting Officer
	3201-15	Control Systems Drafting Officer
	3201-17	Communications Electronic Systems Technician (Air Force)
	3299-99	Aircraft Systems Technician (Air Force)
	3299-99	Avionics Systems Technician (Air Force)
	4399-99	Electronic Instrument Tradesperson (Complex Systems)
TAB	1599-99	TAB Manager
	6405-11	TAB Clerk
TABLE	7429-11	Shoemaking Table Hand
	7499-23	Printing Table Hand
TABLET	7411-11	Tablet Making Machine Operator
TAFE	2503-01	Head of Department (TAFE)
	2503-01	Head of School (TAFE)
	2503-01	Head Teacher (TAFE)
	2503-11	TAFE Teacher (Trades)
	2503-13	TAFE Teacher (General Education)
TAILER	8199-13	Tailer Out
TAILINGS	8415-15	Tailings Dam Labourer
TAILOR	4911-11	Tailor
	4911-91	Apprentice Tailor
TAILORS	4911-01	Supervisor, Tailors
TAKE	1501-11	Take Away Food Outlet Manager
TAKER	5503-99	Railway Number Taker
	8901-15	Ticket Taker
TALLY	5501-13	Production Tally Clerk
	5503-13	Wharf Tally Clerk
TANK	4409-15	Septic Tank Installer
	7309-11	Tank Farm Operator
TANKER	7105-13	Tanker Driver
TANNERY	8199-27	Tannery Hand
TANNING	7423-11	Tanning Machine Operator
TAP	2813-13	Tap Dancer
TAPE	5401-11	Computer Tape Librarian

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
TATTOOIST	6699-99	Tattooist
TAVERN	1505-11	Tavern Manager
TAX	2701-11	Tax Agent
TAXI	7103-11	Taxi Driver
	7105-11	Taxi Truck Driver
TAXIDERMIST	3999-13	Taxidermist
TAXONOMIST	2107-19	Plant Taxonomist
	2107-23	Animal Taxonomist
TEA	8919-11	Tea Lady/Man
TEACHER	2401-11	Early Childhood Teacher
	2401-11	Kindergarten Teacher
	2401-11	Pre-Primary School Teacher
	2401-11	Pre-School Teacher
	2403-01	Senior Teacher, Infant-Primary School
	2403-11	Infant School Teacher
	2403-11	Junior Primary School Teacher
	2403-11	Primary School Teacher
	2405-01	Senior Teacher, Secondary School
	2405-11	Secondary School Teacher
	2407-11	Educational Support Teacher
	2407-11	Integration Teacher
	2407-11	Remedial Teacher
	2407-11	Resource Teacher
	2407-13	Teacher of the Hearing Impaired
	2407-13	Teacher of the Intellectually Disabled
	2407-13	Teacher of the Visually Impaired
	2407-13	Teacher of Disabled or Gifted Students
	2407-99	Aboriginal Education Teacher
	2407-99	Teacher of English as a Second Language
	2407-99	Teacher of Multi-cultural Studies
	2503-01	Head Teacher (TAFE)
	2503-11	TAFE Teacher (Trades)
	2503-13	TAFE Teacher (General Education)
	2505-11	Art Teacher (Private)
	2505-13	Music Teacher (Private)
	2505-13	Singing Teacher (Private)
	2505-15	Ballet Teacher
	2505-15	Dance Teacher (Private)
	2505-17	Drama Teacher (Private)
	2505-17	Elocution Teacher
	2505-25	Clinical Nurse Teacher
	2505-99	Dressmaking Teacher (Private)
	2505-99	Handicrafts Teacher (Private)
	2905-11	Curriculum Advisory Teacher
TEACHER-LIBRARIAN	2403-11	Primary Teacher-Librarian
	2405-11	Secondary School Teacher-Librarian
TEACHERS'	5903-11	Teachers' Aide
	5903-11	Teachers' Assistant
TEACHING	2501-13	University or CAE Teaching Fellow
	6601-99	Special Teaching Assistant

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KEYWORD	CODE	TITLE
TECHNICAL	2811-25	Technical Director
	2811-25	Technical Producer
	3101-11	Medical Laboratory Technical Officer
	3103-11	Chemical Instrumentation Technical Officer
	3103-11	Chemical Research Technical Officer
	3103-11	Chemistry Technical Officer
	3103-15	Earth Science Technical Officer
	3103-15	Geology Technical Officer
	3103-15	Geophysical Technical Officer
	3103-15	Meteorological Technical Officer
	3103-15	Soils Science Technical Officer
	3103-19	Optics Technical Officer
	3103-19	Physics Technical Officer
	3103-19	Spectroscopic Technical Officer
	3103-23	Dyeing and Finishing Technical Officer
	3103-23	Fabric Design Technical Officer
	3103-23	Textiles Technical Officer
	3103-25	Biology Technical Officer
	3103-25	Botany Technical Officer
	3103-25	Ecological Technical Officer
	3103-25	Fisheries Technical Officer
	3103-25	Forestry Technical Officer
	3103-25	Life Science Technical Officer
	3103-25	Microbiology Technical Officer
	3103-25	Zoology Technical Officer
	3103-27	Botanical Technical Assistant
	3103-29	Agricultural Technical Officer
	3103-29	Cereals Technical Officer
	3103-29	Horticultural Technical Officer
	3201-11	Electrical Engineering Technical Officer
	3201-15	Aircraft Electronics Technical Officer
	3201-15	Communications Engineering Technical Officer
	3201-15	Digital Controls Technical Officer
	3201-15	Electronics Engineering Technical Officer
	3201-15	Process Control Technical Officer
	3201-15	Telecommunications Technical Officer
	3203-11	Civil Engineering Technical Officer
	3205-11	Heating and Ventilating Technical Officer
	3205-11	Mechanical Engineering Technical Officer
	3207-13	Architectural Technical Officer
	3299-99	Aeronautical Engineering Technical Officer
	3299-99	Airframe Technical Officer
	3299-99	Welding Technical Officer
	7499-11	Tobacco Technical Operator
TECHNICIAN	3101-13	Clinical Biochemistry Technician
	3101-13	Clinical Microbiology Technician
	3101-13	Cytopathology Technician
	3101-13	Haematology Technician
	3101-13	Histopathology Technician
	3101-13	Medical Laboratory Technician
	3101-99	Anaesthetic Technician
	3101-99	Cardiac Technician
	3101-99	Dialysis Technician
	3101-99	Electrocardiographic Technician
	3101-99	Electroencephalographic Technician
	3101-99	Neurophysiological Technician
	3101-99	Renal Technician
	3103-13	Chemistry Technician
	3103-17	Earth Science Technician

KEYWORD	CODE	TITLE
TECHNICIAN (cont.)	3103-17	Geochemical Technician
	3103-17	Geology Technician
	3103-17	Geophysics Technician
	3103-17	Hydrological Technician
	3103-17	Lapidary Technician
	3103-17	Mineral Separation Technician
	3103-17	Palaeontology Technician
	3103-17	Soil Science Technician
	3103-17	Well-Logging Technician
	3103-21	Physics Technician
	3103-21	Vacuum Technician
	3103-27	Animal Technician
	3103-27	Botanical Technician
	3103-27	Forestry Technician
	3103-27	Horticultural Technician
	3103-27	Hydroponics Technician
	3103-27	Life Science Technician
	3103-27	Mycological Technician
	3103-27	Plant Pathology Technician
	3103-31	Agricultural Technician
	3103-31	Artificial Insemination Technician
	3103-31	Dairy Technician
	3103-31	Field Crop Technician
	3103-31	Poultry Technician
	3201-13	Electrical Engineering Technician
	3201-13	Electrical Instrument Technician
	3201-17	Aerial Survey Technician
	3201-17	Communications Electronic Systems Technician (Air Force)
	3201-17	Communications Engineering Technician
	3201-17	Electronics Engineering Technician
	3201-17	Process Control Technician
	3201-17	Telemetry Technician
	3203-13	Civil Engineering Technician
	3205-13	Boiler Testing Technician
	3205-13	Hydraulic Controls Technician
	3205-13	Mechanical Engineering Technician
	3205-13	Pipe Testing Technician
	3207-11	Building Technician
	3299-11	Dye Penetrant Testing Technician
	3299-11	Eddy Current Testing Technician
	3299-11	Heat Metal Technician
	3299-11	Magnetic Testing Technician
	3299-11	Metallurgical Technician
	3299-11	Non-Destructive Testing Technician
	3299-11	Pressure Testing Technician
	3299-11	Ultrasonic Technician
	3299-99	Aircraft Systems Technician (Air Force)
	3299-99	Avionics Systems Technician (Air Force)
	3299-99	Mining Technician
	3299-99	Welding Technician
	3903-01	Supervising Technician, Radio Operations
	3903-01	Supervising Technician, TV Production Operations
	3903-11	Audio Technician
	3903-11	Sound Technician
	3903-19	Light Technician
	3999-13	Museum and Art Gallery Technician
	3999-15	Library Technician
	3999-23	Photographic Studio Technician
	4307-11	Air-Conditioning Technician
	4311-11	Broadcasting Technician

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
TELLER	6401-11	Teller
TELLERS	6401-01	Supervisor, Tellers
TEMPERER	7315-13	Temperer
TEMPERING	7399-17	Oil Tempering Operator
TEMPLATE	4205-11	Template Maker
	4205-91	Apprentice Template Maker
TENONER	4901-11	Double-End Tenoner Operator
TERMINAL	5201-13	Remote Computer Terminal Operator
TERRAZZO	4413-11	Terrazzo Floor Layer
TESTER	7307-15	Oil, Gas and Pipe Tester
	8109-15	Coal Sample Tester
	8109-15	Iron Pellet Tester
	8109-15	Product Tester
TESTING	3205-13	Boiler Testing Technician
	3205-13	Pipe Testing Technician
	3299-11	Dye Penetrant Testing Technician
	3299-11	Eddy Current Testing Technician
	3299-11	Magnetic Testing Technician
	3299-11	Non-Destructive Testing Technician
	3299-11	Pressure Testing Technician
	7307-01	Supervisor, Oil, Gas and Pipe Testing Operators
	7307-15	Oil and Gas Production Testing Operator
	8109-15	Product Testing Assistant
TEXTILE	2805-15	Textile Designer
	4103-15	Textile Mechanic
	4103-91	Apprentice Textile Mechanic
	7425-11	Textile Dresser
	7425-11	Textile Slasher
	7425-15	Textile Knitting Machine Operator
	7425-17	Textile Dyeing and Finishing Machine Operator
	7425-21	Textile Products Mender
	7427-01	Supervisor, Textile Sewing Machinists
	7427-11	Textile Sewing Machinist (Single Needle)
	7427-13	Textile Sewing Machinist (Multi Needle)
	8109-13	Textile Examiner
TEXTILES	3103-23	Textiles Technical Officer
	4911-19	Patternmaker-Grader (Textiles)
	6201-37	Sales Representative (Textiles, Clothing and Footwear)
TEXTURE	7421-11	Yarn Texture Machine Operator
THEATRE	3401-99	Operating Theatre Nurse
	8901-15	Theatre Attendant
THERAPEUTIC	2303-23	Therapeutic Radiologist
	2321-13	Medical Therapeutic Radiographer
THERAPIST	2309-11	Occupational Therapist
	2315-11	Speech Therapist
	2603-13	Family Therapist

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KEYWORD	CODE	TITLE
THERAPIST (cont.)	3101-15	Dental Therapist
	3101-15	Oral Therapist
	6699-15	Beauty Therapist
THERMAL	7405-11	Thermal Sprayer
THERMOFORMING	7407-11	Thermoforming Machine Setter
	7407-15	Thermoforming Machine Operator
THIRD	4103-21	Metal Machinist (Third Class)
	4205-21	Welder (Third Class)
	4209-17	Electroplater (Third Class)
THORACIC	2303-27	Thoracic Specialist
THROAT	2303-31	Ear, Nose and Throat Specialist
TICKET	3999-17	Showcard Ticket Writer
	6405-11	Ticket Seller
	8901-15	Ticket Collector
	8901-15	Ticket Taker
TIER-IN	7425-11	Tier-in
TILE	4413-11	Wall and Floor Tile Fixer
	7419-13	Clay, Brick and Tile Machine Operator
TILER	4411-11	Roof Slater and Tiler
	4411-91	Apprentice Roof Slater and Tiler
	4413-11	Ceramic Tiler
	4413-11	Mosaic Tiler
	4413-11	Wall and Floor Tiler
	4413-91	Apprentice Wall and Floor Tiler
TILER'S	8101-13	Roof Slater and Tiler's Assistant
	8101-13	Wall and Floor Tiler's Assistant
TILERS	4411-01	Supervisor, Roof Slaters and Tilers
	4413-01	Supervisor, Wall and Floor Tilers
TIMBER	7315-15	Timber Kiln Operator
	7399-21	Timber Treatment Plant Operator
	7413-17	Timber Stock Cutter
	8109-11	Timber Grader
	8199-13	Timber Stacker
TIMBERMAN/WOMAN	8415-11	Timberman/woman (Mining)
TINNING	8199-11	Tinning Line Assistant
TINTER	8401-11	Window Tinter
TIPSTAFF	5907-15	Tipstaff
TITLE	5907-13	Title Searcher
TOBACCO	1401-15	Tobacco Farm Manager
	1401-15	Tobacco Grower
	6201-29	Sales Representative (Food, Drink and Tobacco Products)
	7499-11	Tobacco Technical Operator
	7499-13	Tobacco Dryer Attendant
	7499-13	Tobacco Machine Attendant

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KEYWORD	CODE	TITLE
TOILETRIES	6201-33	Sales Representative (Toiletries)
	6301-23	Sales Assistant (Pharmaceutical Products and Toiletries)
	7411-01	Supervisor, Pharmaceuticals and Toiletries Production Machine Operators
	7411-11	Pharmaceuticals and Toiletries Production Machine Operator
	7411-11	Toiletries Moulder and Compressor
TONG	7317-11	Power Tong Operator
TOOL	3205-11	Tool Design Draftsperson
	3205-11	Tool Designer
	3205-13	Tool Design Detail Draftsperson
	4101-01	Supervisor, Tool Room
	4101-11	Tool and Die Maker
	4103-19	Machine Tool Operator (Metal)
	7317-11	Fishing Tool Operator
TOOLMAKER	4101-11	Toolmaker
	4101-91	Apprentice Toolmaker
TOOLMAKERS	4101-01	Supervisor, Toolmakers
TOOLPUSHER	7317-01	Toolpusher
TOOLSMTIH	4201-11	Toolsmith
TOPMAN/WOMAN	7431-11	Topman/woman
TOPOGRAPHIC	3207-15	Topographic Drafting Officer
TORQUE-TURN	7307-15	Torque-turn Computer Operator
TOUGHENING	7417-11	Glass Toughening Operator
TOUR	6699-13	Tour Leader
TOURIST	6507-13	Tourist Adviser
	6507-13	Tourist Officer
	6699-13	Tourist Guide
TOW	7105-13	Tow Truck Driver
TOWN	2907-11	Town Planner
TOXICOLOGIST	2107-99	Toxicologist
TOYS	6201-19	Sales Representative (Toys and Sporting Goods)
	6301-99	Sales Assistant (Sports Equipment and Toys)
TRACER	3299-99	Architectural Tracer
	3299-99	Engineering Tracer
	3299-99	Surveying Tracer
TRACK	7299-11	Railway Track Repair Machine Operator
	7317-11	Air Track Operator
	8413-11	Railway Track Patrolman/woman
TRACTOR	7209-11	Farm Tractor Driver
TRADE	1201-11	Trade Union Secretary
	2799-13	Trade Union Official
	2799-13	Trade Union Organiser
	2901-11	International Trade Economist

KEYWORD	CODE	TITLE
TRADES	2503-11	TAFE Teacher (Trades)
	4799-91	Apprentice, Other Food Trades
	4905-91	Apprentice, Other Wood Trades
	4917-91	Apprentice, Other Leather and Canvas Trades
	4999-91	Apprentice, Other Trades
	8101-11	Metal Trades Assistant
	8101-13	Bricklayer's Trades Assistant
	8101-13	Carpenter's Trades Assistant
	8101-13	Construction Trades Assistant
	8101-13	Plumber's Trades Assistant
	8101-15	Electrical and Telecommunications Trades Assistant
	8101-99	Motor Mechanic's Trades Assistant
	8199-01	Supervisor, Other Trades Assistants and Factory Hands
TRADESPERSON	4201-91	Apprentice Forging Tradesperson
	4203-91	Apprentice Sheetmetal Tradesperson
	4205-13	Structural Steel Tradesperson
	4205-91	Apprentice Structural Steel Tradesperson
	4205-91	Apprentice Structural Steel, Boilermaking and Welding Tradesperson
	4207-91	Apprentice Metal Casting Tradesperson
	4209-91	Apprentice Metal Finishing Tradesperson
	4213-91	Apprentice Precision Metal Tradesperson
	4301-91	Apprentice Electrical Powerline Tradesperson
	4311-11	Broadcasting Tradesperson
	4311-13	Telecommunications Tradesperson
	4311-91	Trainee Communications Equipment Tradesperson
	4399-99	Apprentice Electronic Instrumentation Tradesperson
	4399-99	Electronic Instrument and Control Tradesperson
	4399-99	Electronic Instrument Tradesperson (Complex Systems)
	4503-91	Apprentice Graphic Reproduction Tradesperson
	4701-91	Apprentice Meat Tradesperson
	4907-91	Apprentice Marine Construction Tradesperson
	4911-91	Apprentice Garment Tradesperson
	4913-91	Apprentice Upholsterer and Bedding Tradesperson
	4921-11	Flat Glass Tradesperson
	4921-91	Apprentice Flat Glass Tradesperson
	4923-91	Apprentice Jewellery and Precious Metalware Tradesperson
TRADESPERSONS	4201-01	Supervisor, Forging Tradespersons
	4203-01	Supervisor, Sheetmetal Tradespersons
	4205-01	Supervisor, Structural Steel, Boilermaking and Welding Tradespersons
	4207-01	Supervisor, Metal Casting Tradespersons
	4209-01	Supervisor, Metal Finishing Tradespersons
	4213-01	Supervisor, Precision Metal Tradespersons
	4301-01	Supervisor, Electrical Powerline Tradespersons
	4311-01	Supervisor, Communications Equipment Tradespersons
	4399-01	Supervisor, Other Electrical and Electronics Tradespersons
	4503-01	Supervisor, Graphic Reproduction Tradespersons
	4701-01	Supervisor, Meat Tradespersons
	4799-01	Supervisor, Other Food Tradespersons
	4905-01	Supervisor, Other Wood Tradespersons
	4907-01	Supervisor, Marine Construction Tradespersons
	4909-01	Supervisor, Blasting Tradespersons
	4911-01	Supervisor, Garment Tradespersons
	4913-01	Supervisor, Upholsterers and Bedding Tradespersons
	4915-01	Supervisor, Shoemaking and Repairing Tradespersons
	4917-01	Supervisor, Other Leather and Canvas Tradespersons
	4921-01	Supervisor, Glass Tradespersons
	4923-01	Supervisor, Jewellery and Precious Metalware Tradespersons
	4999-01	Supervisor, Other Tradespersons

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KEYWORD	CODE	TITLE
TRADING	6101-11	Trading Floor Operator (Stock Exchange)
TRAFFIC	2907-11	Traffic and Transport Planner
	3303-11	Air Traffic Controller
	3303-91	Trainee Air Traffic Controller
	3905-31	Traffic Inspector
	5501-11	Radio Traffic Scheduler
	5503-11	Freight Traffic Controller
	6405-11	Airline Traffic Officer (Passenger Services)
TRAIN	3905-17	Train Examiner
	6405-13	Train Conductor
	7105-13	Road Train Driver
	7107-11	Train Driver
	7309-11	Train Loader Operator
TRAINEE	1319-91	Trainee Officer (Defence Forces)
	1401-91	Trainee Farm Manager
	1401-91	Trainee Farmer
	2701-91	Trainee Accountant
	3303-91	Trainee Air Traffic Controller
	3303-93	Trainee Flight Service Officer
	3307-91	Trainee Marine Engineer
	4301-91	Trainee Electrical Linesman/woman
	4311-91	Trainee Communications Equipment Tradesperson
	4311-91	Trainee Telecommunications Lineman/woman
	4315-91	Trainee Office Equipment and Computer Servicer
	4799-93	Trainee Miller
	4921-93	Trainee Glass Blower
	7107-91	Trainee Locomotive Driver
	7201-91	Trainee Excavating and Earthmoving Plant Operator
	7305-91	Trainee Chemical Plant Operator
TRAINER	3915-11	Sports Trainer
	4931-99	Dog Trainer
	4931-99	Horse Trainer
TRAINERS	4931-99	Animal Trainers nec
TRAINING	1309-11	Training Manager
	2705-13	Training Officer
TRAM	3905-31	Tram Inspector
	6405-13	Tram Conductor
	7101-13	Tram Driver
TRAMWAY	8413-01	Tramway Ganger
	8413-11	Tramway Labourer
TRANSCEIVER	5201-15	Data Transceiver Operator
TRANSFUSIONIST	2303-37	Blood Transfusionist
TRANSLATOR	2999-21	Translator
TRANSMITTER	3903-17	Broadcast Transmitter Operator
TRANSPORT	1307-11	Transport Manager
	2209-11	Transport Engineer (Army)
	2901-11	Transport Economist
	2907-11	Traffic and Transport Planner

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KEYWORD	CODE	TITLE
TRANSPORT (cont.)	5503-01	Supervisor, Transport Recording and Despatching Clerks
	5503-11	Transport Clerk
	6405-13	Transport Conductor
	7105-13	Stock Transport Driver
	7399-29	Lock Master (Water Transport)
TRAVEL	3905-99	Travel Accommodation Inspector
	6507-11	Travel Agent (Commercial)
	6507-11	Travel Consultant
	6609-01	Supervisor, Travel Stewards
TRAWLER	3305-11	Trawler Master
TREASURER	1301-11	Treasurer (except government)
TREATING	7399-11	Mineral Ore Treating Plant Operator
	7399-11	Ore Treating Solution Operator
TREATMENT	2207-11	Water Treatment Engineer
	7307-01	Supervisor, Oil and Gas Well Treatment Operators
	7307-13	Oil and Gas Well Treatment Operator
	7307-13	Well Treatment Blender Operator
	7307-13	Well Treatment Pump Operator
	7315-13	Heat Treatment Furnace Operator
	7399-21	Timber Treatment Plant Operator
	7399-29	Water Supply and Treatment Plant Operator
	7431-21	Milk Treatment Machine Operator
	8415-13	Well Treatment Offsider
TREE	3103-27	Tree Marker
	4805-15	Tree Doctor
	4805-15	Tree Surgeon
	7205-11	Tree Feller Operator
	8203-11	Tree Faller
	8203-13	Tree Planter
TRENCH-DIGGING	7201-17	Trench-digging Machine Operator
TRIBUNAL	1103-17	Administrative Appeals Tribunal Member
	1103-19	Industrial Tribunal Member
TRIM	7413-13	Trim Saw Operator
TRIMMER	4609-11	Vehicle Trimmer
	4609-91	Apprentice Vehicle Trimmer
	7413-17	Wood Trimmer
	7413-19	Veneer Trimmer Operator
	8199-35	Meat Trimmer
TRIMMERS	4609-01	Supervisor, Vehicle Trimmers
TROOPER	7499-19	Assault Trooper
TRUCK	5503-11	Truck Despatcher
	7105-11	Taxi Truck Driver
	7105-13	Haul Truck Driver
	7105-13	Heavy Truck Driver
	7105-13	Tow Truck Driver
	7201-23	Underground Truck Operator
	7203-11	Reach Truck Driver
	7203-11	Turret Truck Driver

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KEYWORD	CODE	TITLE
TRUCK (cont.)	8909-17	Truck Driver's Offsider
TRUST	5907-99	Trust Officer
TUBE	8923-11	Tyre and Tube Fitter
TUBING	7317-11	Reeled Tubing Operator
TUCKPOINTER	4403-11	Tuckpointer
TUFTING	7425-99	Tufting Machine Operator
TUG	3305-11	Tug Master
	8925-11	Tug Hand
TUNER	4103-15	Loom Tuner
	4925-11	Piano Tuner
	4925-91	Apprentice Piano Tuner
TURBINE	7301-11	Power Generation Turbine Room Operator
	7307-11	Gas Compressor Turbine Operator
TURNER	4103-11	Fitter and Turner
	4103-13	Turner
	4103-91	Apprentice Fitter, Turner and Machinist
	4901-13	Wood Turner
	4901-93	Apprentice Wood Turner
	7419-17	Porcelain Turner
TURNERS	4901-01	Supervisor, Wood Machinists and Turners
TURNING	4901-13	Wood Turning Lathe Operator
TURNSTILE	8901-15	Turnstile Attendant
TURRET	7203-11	Turret Truck Driver
TUTOR	2501-13	University or CAE Tutor
TV	3903-01	Supervising Technician, TV Production Operations
TYPESETTER	4501-11	Typesetter
TYPIST	5103-13	Typist
TYPIST-CLERK	5103-11	Typist-Clerk
TYPIST-CLERKS	5103-01	Supervisor, Typists and Typist-Clerks
TYPISTS	5103-01	Supervisor, Typists and Typist-Clerks
TYRE	7409-11	Tyre Builder
	7409-11	Tyre Production Machine Operator
	7409-11	Tyre Retreader
	8109-13	Tyre Finisher and Examiner
	8923-11	Tyre and Tube Fitter
TYRES	6301-25	Sales Assistant (Tyres)
ULTRASONIC	3299-11	Ultrasonic Technician
UMPIRE	3915-19	Umpire

KEYWORD	CODE	TITLE
UNDERGROUND	7107-11	Underground Locomotive Driver
	7201-23	Underground Plant Operator
	7201-23	Underground Truck Operator
UNDERMANAGER	3299-99	Mine Undermanager
UNDERTAKER	6699-11	Undertaker
UNDERTAKER'S	8999-21	Undertaker's Assistant
UNDERWRITER	6103-11	Insurance Underwriter
UNION	1201-11	Trade Union Secretary
	1507-11	Credit Union Manager
	2799-13	Trade Union Official
	2799-13	Trade Union Organiser
UNIT	5201-13	Visual Display Unit Operator
	7307-11	Petroleum Process Unit Operator
	7317-11	Snubbing Unit Operator
UNIVERSITY	2501-11	University or CAE Lecturer
	2501-13	University or CAE Demonstrator
	2501-13	University or CAE Teaching Fellow
	2501-13	University or CAE Tutor
UNLOADING	7309-01	Supervisor, Fluids Loading and Unloading Plant Operators
UPHOLSTERER	4609-11	Vehicle Upholsterer
	4913-11	Furniture Upholsterer
	4913-91	Apprentice Upholsterer and Bedding Tradesperson
UPHOLSTERERS	4913-01	Supervisor, Upholsterers and Bedding Tradespersons
URBAN	2907-11	Urban and Regional Planner
UROLOGIST	2303-33	Urologist
USAGE	3905-25	Water Usage Inspector
USEFUL	8999-19	Hotel Useful
USHER	5907-15	Court Usher
	8901-13	Entertainment Usher
UTILITIES	3905-99	Patrolman/woman (Utilities)
UTILITY	3905-99	Utility Man/Woman
VACUUM	3103-21	Vacuum Technician
VALUER	6199-13	Valuer
VAN	6501-13	Cash Van Salesperson
	7105-11	Van Driver
VARIETY	2817-13	Variety Artist
VEGEMITE	7431-99	Vegemite Maker
VEGETABLE	1401-33	Vegetable Farm Manager
	1401-33	Vegetable Grower

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KEYWORD INDEX OF STRUCTURE TITLES

KEYWORD	CODE	TITLE
VEGETABLE (cont.)	7431-15	Fruit and Vegetable Juicer Operator
	7431-99	Fruit and Vegetable Dehydrator
	7431-99	Fruit and Vegetable Peeling Machine Operator
	8105-13	Fruit and Vegetable Packer
	8109-11	Fruit and Vegetable Classer
	8199-47	Fruit and Vegetable Factory Hand
	8201-13	Fruit, Vegetable and Nut Farm Hand
	8201-13	Fruit, Vegetable and Nut Picker
VEHICLE	4601-01	Supervisor, Vehicle Mechanics
	4605-01	Supervisor, Vehicle Painters
	4605-11	Vehicle Painter
	4605-91	Apprentice Vehicle Painter
	4607-01	Supervisor, Vehicle Body Makers
	4607-11	Vehicle Body Builder
	4607-11	Vehicle Body Maker
	4607-91	Apprentice Vehicle Body Maker
	4609-01	Supervisor, Vehicle Trimmers
	4609-11	Vehicle Trimmer
	4609-11	Vehicle Upholsterer
	4609-91	Apprentice Vehicle Trimmer
	6301-25	Sales Assistant (Vehicle Parts and Accessories)
	7499-19	Armoured Fighting Vehicle Crewman
	7499-19	Armoured Fighting Vehicle Driver
	8103-11	Vehicle Assembler
	8109-13	Vehicle Assembly Inspector
	8301-21	Motor Vehicle Cleaner
	8923-01	Supervisor, Vehicle Accessories Fitters
	8923-11	Vehicle Accessories Fitter
VEHICLES	6301-19	Sales Assistant (Caravans and Motor Vehicles)
	7299-99	Specialist Vehicles Operator (Army)
VENDING	4399-13	Vending Machine Servicer
	8999-15	Vending Machine Attendant
VENDOR	6501-13	Milk Vendor
	6501-17	Street Vendor
VENDORS	6501-01	Supervisor, Street Vendors, Canvassers and Sales Drivers
VENEER	7413-19	Veneer Clipper
	7413-19	Veneer Guillotine Operator
	7413-19	Veneer Lathe and Slicer Operator
	7413-19	Veneer Production Machine Operator
	7413-19	Veneer Splicing Machine Operator
	7413-19	Veneer Trimmer Operator
	7413-21	Plywood and Veneer Repairer
VENTILATING	3205-11	Heating and Ventilating Technical Officer
VENTILATION	3299-99	Mine Ventilation Officer
	8415-11	Mine Ventilation Hand
VENTRILOQUIST	2817-13	Ventriloquist
VERIFIER	5201-13	Verifier Operator
	8109-15	Glassware Verifier
VERMIN	3905-99	Vermin and Noxious Weeds Inspector

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KEYWORD	CODE	TITLE
VERTICAL	4103-13	Vertical Borer
VESSEL	3305-11	Fishing Vessel Master
	3307-11	Motor Vessel Engineer Officer
VESSELS	3905-13	Boilers and Pressure Vessels Inspector
VETERINARIAN	2323-11	Veterinarian
VETERINARY	2107-23	Veterinary Parasitologist
	2107-23	Veterinary Pathologist
	2323-11	Veterinary Surgeon
	6201-15	Sales Representative (Medical, Dental and Veterinary Equipment)
	8999-23	Veterinary Attendant
	8999-23	Veterinary Nurse
VIDEO	3903-11	Video and Sound Recorder
	4313-11	Video Technician
VIEWER	8109-13	Metal Products Viewer
VIROLOGIST	2107-99	Virologist
VISION	3903-15	Vision Mixer
VISUAL	5201-13	Visual Display Unit Operator
VISUALLY	2407-13	Teacher of the Visually Impaired
VITICULTURIST	1401-31	Viticulturist
VOCALIST	2815-15	Vocalist
VOCATIONAL	2303-39	Vocational Rehabilitation Specialist
	2603-17	Vocational Counsellor
WAITER/WAITRESS	6505-01	Head Waiter/Waitress
	6505-11	Formal Service Waiter/Waitress
	6505-11	Silver Service Waiter/Waitress
	6505-13	Drink Waiter/Waitress
	6505-13	Wine Waiter/Waitress
	6505-15	Waiter/Waitress (General)
WAITERS	6505-01	Supervisor, Waiters and Waitresses
WAITRESSES	6505-01	Supervisor, Waiters and Waitresses
WALL	4413-01	Supervisor, Wall and Floor Tilers
	4413-11	Wall and Floor Tile Fixer
	4413-11	Wall and Floor Tiler
	4413-91	Apprentice Wall and Floor Tiler
	8101-13	Wall and Floor Tiler's Assistant
WARD	3401-01	Ward Supervisor
	5601-15	Hospital Ward Clerk
	8921-01	Supervisor, Ward Helpers
	8921-11	Ward Assistant
WARDEN	3999-31	Park Warden
WARDROBE	4911-01	Wardrobe Co-ordinator
	4911-13	Wardrobe Assistant

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KEYWORD	CODE	TITLE
WARDSMAN/MAID	8921-11	Wardsman/maid
WAREHOUSE	8907-11	Warehouse Assistant
WARP	7425-11	Warp Beamer
	7425-11	Warp Machine Operator
	7425-11	Warp Sizer
WARRANT	3999-33	Disciplinary Warrant Officer
	3999-33	Warrant Officer Coxswain
WARRANTY	5301-13	Warranty Clerk
WASH	7399-11	Wash Plant Operator
	8301-21	Car Wash Attendant
WATCH	4213-13	Watch and Clock Maker and Repairer
	4213-91	Apprentice Watch and Clock Repairer
WATCHES	6201-99	Sales Representative (Jewellery and Watches)
	6301-99	Sales Assistant (Watches and Jewellery)
WATCHMAKER	4213-13	Watchmaker
WATCHMAN/WOMAN	8911-13	Night Watchman/woman
WATER	2199-11	Water Quality Analyst
	2207-11	Water Treatment Engineer
	2209-11	Water Supply Distribution Engineer
	3905-21	Water Quality Inspector
	3905-25	Water Usage Inspector
	4999-23	Shallow Water Diver
	7317-11	Water Well Driller
	7399-29	Lock Master (Water Transport)
	7399-29	Water Supply and Treatment Plant Operator
WATERSIDE	8909-15	Waterside Worker
WEAPONS	7499-19	Military Weapons Operator
WEAVER	7425-13	Carpet Weaver
	7425-13	Weaver
WEED	8999-13	Pest and Weed Controller
WEEDS	3905-99	Vermin and Noxious Weeds Inspector
WEIGHBRIDGE	7399-99	Weighbridge Operator
WEIGHER	8109-17	Product Weigher
WEIGHTS	3905-99	Weights and Measures Inspector
WELDER	4205-15	Pressure Welder
	4205-17	Welder (First Class)
	4205-17	Welder (Special Class)
	4205-19	Arc Welder
	4205-19	Metal-Inert-Gas Welder
	4205-19	Plasma-arc Welder
	4205-19	Welder (Second Class)
	4205-21	Welder (Third Class)
	4205-91	Apprentice Welder

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KEYWORD	CODE	TITLE
WELDER-CUTTER	4205-19	Gas Welder-Cutter
	4205-19	Oxy-acetylene Welder-Cutter
WELDING	3299-99	Welding Technical Officer
	3299-99	Welding Technician
	4205-01	Supervisor, Structural Steel, Boilermaking and Welding Tradespersons
	4205-19	Gas-shielded Arc Welding Operator
	4205-91	Apprentice Structural Steel, Boilermaking and Welding Tradesperson
WELFARE	3401-13	Infant Welfare Nurse
	3901-15	Welfare Officer
WELL	7307-01	Supervisor, Oil and Gas Well Treatment Operators
	7307-13	Oil and Gas Well Treatment Operator
	7307-13	Oil Well Cementer
	7307-13	Well Treatment Blender Operator
	7307-13	Well Treatment Pump Operator
	7317-11	Water Well Driller
	8415-13	Well Treatment Offsider
WELL-LOGGING	3103-17	Well-Logging Technician
WELT	7427-13	Pocket Welt Machine Operator
WHARF	5503-13	Wharf Tally Clerk
	8909-15	Wharf Labourer
WHEAT	1401-11	Wheat Farmer
WHEEL	7419-99	Abrasive Wheel Maker
WHOLESALE	1601-17	Wholesaler
WILDLIFE	3905-99	Fisheries and Wildlife Officer
WINCH	7313-01	Supervisor, Hoist, Winch and Lift Operators
	7313-11	Hoist, Winch and Lift Operator
WINDER	4303-11	Armature Winder
	4303-11	Heavy Coil Winder
	8103-13	Light Coil Winder
WINDING	7313-11	Winding Engine Driver
WINDOW	3999-19	Window Dresser
	8103-11	Metal Window Assembler
	8301-17	Window Cleaner
	8401-11	Window Tinter
WINDSCREEN	8923-11	Windscreen Fitter
WINE	6505-13	Wine Steward/Stewardess
	6505-13	Wine Waiter/Waitress
WINERY	7431-17	Winery Cellarhand
WINZE	7317-11	Winze Sinker
WIRE	7401-15	Wire Drawing Machine Operator
	7407-25	Wire Sheather
WOOD	4901-01	Supervisor, Wood Machinists and Turners

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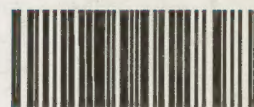
KEYWORD	CODE	TITLE
WOOD (cont.)	4901-11	Jig Maker (Wood)
	4901-11	Wood Machinist (A-Grade)
	4901-13	Wood Turner
	4901-13	Wood Turning Lathe Operator
	4901-15	Wood Machinist (B-Grade)
	4901-17	Wood Machinist (C-Grade)
	4901-91	Apprentice Wood Machinist
	4901-93	Apprentice Wood Turner
	4905-01	Supervisor, Other Wood Tradespersons
	4905-01	Supervisor, Wood Carvers
	4905-11	Wood Carver
	4905-91	Apprentice Wood Carver
	4905-91	Apprentice, Other Wood Trades
	7399-17	Wood Chipping and Particleboard Plant Operator
	7413-01	Supervisor, Wood Processing Machine Operators
	7413-17	Wood Trimmer
	7413-23	Wood Laminating Press Operator
	8103-17	Wood Products Assembler
	8199-15	Wood and Wood Products Factory Hand
	8199-15	Wood and Wood Products Labourer
WOODWORKING	4901-11	Woodworking Machine Setter
WOOL	1401-21	Wool Grower
	3913-13	Wool Buyer
	3999-35	Wool Classer
	7421-15	Wool Scouring Operator
	8201-15	Wool Presser
WOOLPULLING	7423-11	Woolpulling Machine Operator
WORD	5105-01	Supervisor, Word Processing Operators
	5105-11	Word Processing Operator
WORK	2799-15	Work Study Officer
WORKER	2601-13	Community Social Worker
	2601-15	Social Case Worker
	3901-11	Community Worker
	3901-15	Residential Care Worker
	3901-15	Social Worker Associate
	3901-17	Youth Worker
	4203-11	Sheetmetal Worker (First Class)
	4203-17	Sheetmetal Worker (Second Class)
	4999-27	Aircraft Safety Equipment Worker
	6601-15	Day Care Worker
	6601-19	Child Care Group Worker
	6601-21	Refuge Worker
	6607-13	Family Support Worker
	7399-33	Carbon Plant Worker
	7431-17	Brewery Cellar Worker
	7431-19	Casings Worker
	8199-37	Poultry Process Worker
	8199-39	Fish Process Worker
	8199-43	Cheese Factory Worker
	8199-43	Milk Processing Worker
	8199-45	Egg Process Worker
	8201-99	Fish Farm Worker
	8203-13	Forestry Worker
	8203-15	Logging Worker
	8403-11	Concrete Worker

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KEYWORD	CODE	TITLE
WORKER (cont.)	8409-11	Asphalt Worker
	8409-11	Bitumen Worker
	8409-11	Road Maintenance Worker
	8415-11	Pit Crew Worker
	8415-13	Derrick Worker
	8499-17	Demolition Worker
	8909-15	Waterside Worker
	8917-11	Laundry Worker
WORKERS	2999-15	Research Workers nec
	3903-01	Supervisor, Performing Arts Support Workers
	4701-01	Supervisor, Abattoir Workers
	6601-99	Child Care, Refuge and Related Workers nec
	8917-01	Supervisor, Laundry Workers
WORKS	1305-11	Works Manager
	3207-11	Clerk of Works
WRAP	7433-99	Shrink Wrap Operator
WRAPPER	8105-11	Meat Wrapper
WRITER	2807-15	Continuity Writer
	2807-99	Editorial Writer
	2807-99	Leader Writer
	2809-11	Script Writer
	3999-17	Showcard Ticket Writer
YARD	7399-19	Railway Yard Assistant
YARDMAN/WOMAN	8999-19	Hotel Yardman/woman
YARN	7421-01	Supervisor, Yarn Production Machine Operators
	7421-11	Yarn Carding and Spinning Machine Operator
	7421-11	Yarn Comber
	7421-11	Yarn Drawing Machine Operator
	7421-11	Yarn Texture Machine Operator
YEAST	7431-99	Yeast Maker
YOGURT	7431-21	Yogurt Maker
YOUTH	3901-17	Youth Leader
	3901-17	Youth Officer
	3901-17	Youth Worker
ZOOLOGIST	2107-23	Soil Zoologist
	2107-23	Zoologist
ZOOLOGY	3103-25	Zoology Technical Officer

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